



Center for International Career Development
4530 Union Bay Place NE, Suite 214
Seattle WA 98105, USA
Phone: 206-985-2115
www.cicdgo.com

Position Title: CICD International Programs Intern

Company/Position Description:

CICD is seeking a motivated intern to assist our International Programs Manager. Center for International Career Development (CICD) is a U.S. Department of State-designated J-1 program sponsor organization based in Seattle. We facilitate international internships, training and work and travel programs for qualified international participants from around the world.

Start Date: Immediate
Hours: up to 20 hours / week
Compensation: DOE
Location: Seattle, WA (University District)

Tasks and Activities:

PROGRAM PROMOTION

- Accompany Program Manager to presentations at culinary schools, career fairs and other venues
- Help update marketing materials, online content and program descriptions

PARTICIPANT PROCESSING AND ENROLLMENT

- Assist with participant enrollment, selection, placement, interviews, documents, assessment, invoicing
- Prepare participant applications for enrollment in overseas partner programs
- Answer participant questions

Assist with:

- Training Agreements and relevant documents for partners and governments.
- Checking visa-related matters
- Booking insurance
- Preparing and organizing pre-departure meetings at the Seattle office
- Sending pre-departure packages
- Confirming arrival pick-up with partners
- Processing partner payments

PROGRAM-RELATED TASKS

- Confirm and coordinate participant destination arrival and pick-up with host companies.
- Review participant/company check-in confirmations
- Compile comments, reviews, testimonials and photos for website gallery
- Send end of program evaluations and certificates of completion to host companies and participants
- Assist with preparing annual "Returnee" events with former and future participants

Position Requirements:

- English Fluency
- French Fluency
- 40 hours/week
- Extremely detail-oriented and organized

- Great people skills
 - Excellent writing and communication skills
 - Familiar with MS Windows and MS Office
 - Fast learner who excels at cooperative team work
 - Able to multitask in a fast-paced, international environment
 - Sense of humor and positive attitude
 - Experience working with non-native English speakers
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To apply for this position:

1. E-mail your cover letter, resume, and a writing sample* as attachments to CICD at ip@cicdgo.com. To ensure our immediate attention, please write “**International Programs Intern**” in the subject line of your e-mail.

* Include at least two independent writing samples demonstrating professional level communication: one in French and one in English.

2. Please **do not** call CICD about this position. We will contact selected applicants to arrange interviews.