



Center for International Career Development
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Program Assistant

Job Description

Join the Center for International Career Development (CICD) team for an opportunity in the field of international exchanges. Annually, CICD sponsors more than 2500 participants from around the world to take part in our J-1 internship, training and work/travel programs in the USA. CICD is a U.S. Department of State-designated exchange organization based in Seattle, WA.

If you are a fast learner and team player passionate about international exchange, language and cultural education, we need your professional assistance on our inbound Trainee and Intern program team! Our focus is helping international students participate in career building, as well as life-changing, internship and training programs in the U.S.

This part-time, 6 month contracted position is responsible for providing administrative support to the team.

Core Responsibilities:

Assist with the J-1 Trainee/Intern program team:

- Assist with digital filing and data entry
- Manage social media accounts, generating content and responding to inquiries
- Answer general phone and email inquiries and follow-up
- Prepare mailings for daily FedEx pickups
- General office responsibilities

Core Competencies:

- Demonstrated skills in planning, organization and time management
- Ability to communicate essential and potentially sensitive information in a personable yet professional manner via phone and email
- Desire and ability to work both collaboratively as a team as well as individually
- Sense of humor and positive attitude
- Ability to multi-task in a fast-paced environment

Required Experience:

- Experience using databases
- Familiar with MS Office suite
- Experience working with non-native English speakers

- Local candidates only

Desired but not required:

- Professional proficiency in a foreign language a plus

Start Date: ASAP
Hours: Part-time: 10-15 Hours Per Week (Monday through Friday)
Salary: DOE

Location: Seattle, WA (University District)

To apply for this position:

1. E-mail your resume as attachments to CICD at resumes@cicdgo.com.
2. In the subject line please write "Application for CICD Office Assistant" to ensure our immediate attention.

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