

## Center for International Career Development

### Summer Work and Travel Program

4530 Union Bay Place NE, Suite 214

Seattle WA 98105, USA

Phone: 206-957-7112

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## CICD SWT Coordinator Position

### **Company: Center for International Career Development (CICD)**

Join the Center for International Career Development (CICD) team for a challenging position in the field of international cultural exchange. Annually, CICD sponsors more than 2400 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 headquartered in Seattle, WA.

If you are a fast learner and team player passionate about international exchange we invite you apply! CICD's Work and Travel program aims to provide cross-cultural exchange opportunities for foreign university students to engage in people-to-people diplomacy while offsetting their travel costs working at entry-level seasonal jobs.

Our focus is helping international students participate in career building, life changing seasonal work and play programs in the U.S. by vetting host employers for eligibility and assisting with all required visa documents. Our Seattle office team process documents and assists with mid-program issues from the comfort of our desks. It's our job to set the Exchange Visitors up for success on the program, advising them to stay in compliance with federal regulations. This means you'll be doing a lot of creative problem solving with international students from over 50 countries participating throughout the U.S.!

If you want to get a peek at all the fun our participants are having, check out our Instagram:

<https://www.instagram.com/cicdworkandtravel/>

**Start Date:** Around July 15, 2018

**Job Type:** Full Time

**Hours:** Monday through Friday during business hours

**Compensation:** Salary DOE

**Benefits:**

- Medical, dental, and vision insurance (multiple options offered, including employer sponsored HSA)

**Responsibilities:**

- Basic administrative tasks such as managing the general email inbox, incoming calls, voicemail, and fax.
- Build strong working relationships with remote staff, prospective host employers, current program participants, partner agencies and other stakeholders
- Evaluate and vet participant placements with prospective host employers using publicly available information and phone interviews
- Assist in the remote orientation of students, host employers, partners or other stakeholders as needed regarding the federal regulations of the program

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- Maintain accurate database records (data entry, data review, data updates)
  - International student application review and processing
  - Assist with programmatic cultural event planning (update activities in database, send out e-blasts)
  - Provide guidance and assistance to program participants, host employers, and the general public
  - Assist with visa document mailings for program participants
  - Add to the supportive environment and collaborative style of an open office environment and close-knit team
  - Other administrative tasks as assigned

#### Candidate Core Competencies:

- Bachelor's degree in a related field or related work experience
- Ability to solve problems creatively and diplomatically
- Extremely detail-oriented and organized
- Experience inputting data and utilizing databases
- Ability to communicate essential, and potentially sensitive information, in a personable yet professional manner via phone and email
- Excellent writing and communication skills -- experience with editing a plus
- Familiar with Google Platforms, MS Office, commonly used software, and social networking sites
- Able to handle multiple tasks in a fast-paced environment
- Fast learner who excels at cooperative teamwork
- Sense of humor and positive attitude
- Experience with conflict resolution and de-escalation
- Experience working with non-native English speakers
- Local candidates only

**This is an excellent position for anyone looking to build a career in International Business, Diplomacy, US Foreign Service, Hospitality Recruitment, or Cultural Exchange.**

#### To apply for this position:

- Email your cover letter and resume as attachments to CICD at [resumes\(at\)cicdgo.com](mailto:resumes(at)cicdgo.com).
- To ensure our immediate attention, please write "**Application for CICD SWT Program Coordinator Position**" in the subject line.
- You do not have to reply to this posting via Indeed.

Please **do not** call CICD about this position - we will contact selected applicants to arrange for interviews. *Due to the volume of applications we may not be able to respond to all inquiries.*

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