

Position Title:**CICD Work & Travel Program Coordinator –Temporary****Job Description:**

Providing excellence in cultural exchange programs is our passion. CICD seeks a new team member to join our Work and Travel team and help us in this mission! CICD sponsors more than 2400 participants from around the world each year, providing on-the-job-related cultural programs in the U.S. on the J-1 Visa. CICD is a U.S. Department of State-designated international cultural exchange organization based in Seattle.

This is a temporary position to fill in for someone that will be on Parental Leave.

Start Date: ~ April 1, 2020

End Date: ~ August 31, 2020

Hours: Monday through Friday 8:00am to 5:00pm

Compensation: DOE

Core Responsibilities:

- Build strong working relationships with prospective host employers, current program participants, partner agencies and other stakeholders via phone and email
- Evaluate and vet participant placements with prospective host employers using publicly available information and phone interviews
- Assist in the orientation of students, host employers, partners or other stakeholders as needed regarding the federal regulations of the program
- Maintain detailed database records
- Assist with programmatic cultural event planning (update activities in database, send out E-blasts)
- Provide guidance and assistance to program participants and host employers
- Answer phone, respond to email inquiries, and problem solve participant issues
- Assist with visa document mailings for program participants
- Add to the supportive environment and collaborative style of a small office team
- Other administrative tasks as assigned

Core Competencies:

- Degree in related field or equivalent relevant work/volunteer 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 MS Office, commonly used software, and social network 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

To Apply:

Email your cover letter, resume, and a writing sample* 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 Temp Coordinator Position**” in your subject line.

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