



STATES' 4-H INTERNATIONAL

Global Citizenship & Cultural Immersion Programming for 4-H Age Youth

STUDENT EXCHANGE PROGRAM MANAGER

Job Location: Downtown Seattle, Westlake Center
Posted by: States' 4-H International Exchange Programs
Job Category: Administration, education, international, event planning
Sector: Nonprofit
Type: Full time
Closing Info: Open Until Filled
Start date: Flexible (Prefer 10/8 or earlier)
Interview dates: 9/24/18-10/5/18

4-H is the largest youth development organization in the USA, growing confident young people who are empowered both for life today and prepared for careers tomorrow. 4-H is found in more than 70 countries around the world. In the United States, 4-H is a community of six million young people learning leadership, citizenship, and critical life skills.

States' 4-H International Exchange (**States' 4-H**) is a not-for-profit organization with a commitment to enhance world understanding and global citizenship through high-quality cultural immersion and exchange programs for 4-H youth (age 10 – 18) since 1972. States' 4-H coordinates short and long term inbound & outbound programs. Students live with volunteer host families, build friendships, and develop an international perspective, cultural competencies, and communication and leadership skills that serve them throughout their lives.

The Program Manager is responsible for implementing and executing all aspects of States' 4-H exchange short-term outbound programs and special events. The individual must display the tact and intellect necessary to effectively direct and retain a dedicated team of coordinators and volunteers, and be able to effectively motivate teams to take action when necessary. This position requires initiative, ownership, diplomacy, high cross-cultural competency, well-balanced judgment, attention to detail, creative solutions, a results-driven approach, professional demeanor (often under stressful circumstances), and both compassion and leadership. This position works in a small office environment and is primarily an office-based position.

RESPONSIBILITIES:

Exchange Program Coordination (50%):

- Manage and administer all aspects of international short-term outbound student exchange programs (currently 5 exchanges with approximately 80 participants): planning, implementation, daily operational administration, financial tracking, and execution including providing support and guidance to staff/volunteers in the US and foreign partners, vetting host family applications, selecting chaperones, conducting orientation, and monitoring/handling student issues. Analyze, strategize and help develop new and existing outbound programs, possibly including more volunteerism-based programs. Be the on-call point of contact from June-August during the exchange period.

Event Planning (20%)

- Plan, coordinate, and execute the organization's Annual Coordinators' Conference and Board Meeting, while also conducting workshops and training for the coordinators and volunteers.

Program Development (15%)

- Help identify program improvements and better policies, participate in the bi-annual board meetings with international partners, and develop/revise program materials for the organization, coordinators, students and host families.

1601 Fifth Avenue, Suite 2230 • Seattle, WA 98101

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- Evaluate and analyze all aspects of the outbound programs, perform research, compile data, and write reports for the organization's Annual Reports and other publications. Solicit, compile and write articles for the organization's Annual Newsletter.

Marketing and Special Projects (15%)

- Assist in other duties as assigned (grant writing, special initiatives, etc.)
- Help organization with branding, marketing and social media advancement. Maintain/develop organization's websites and social media; create promotional materials and other publications.

Some weekend and evening hours required. Please note that with the exception of summer orientation sessions, the Program Manager communicates with students through state liaisons and chaperones rather than direct individual advising.

REQUIREMENTS

- Bachelor's Degree plus 2 - 4 years related experience in an office environment or equivalent combination of education and relevant experience.
- US citizen or permanent resident; must pass criminal background check.
- Must exhibit strong interest in youth development, belief in the value of international student exchange and commitment to following program requirements in order to achieve educational goals.
- Strong project management skills, including systematic implementation of plans, strong attention to detail, ability to be self-organized, flexible, and able to juggle multiple priorities; skills in financial management.
- Must be able to creatively identify solutions, possess excellent judgement, think independently, and remain focused on a positive end result.
- Strong oral and written communication skills including presentation skills and business writing skills with intercultural sensitivity.
- Personal intercultural or international exchange experience; proficiency in a foreign language (Japanese, Spanish) is a plus.
- Relationship management skills are critical. Diplomacy and exemplary interpersonal skills required. Must have the ability to work effectively with people with different levels of experience and expertise from a variety of cultural backgrounds. Speaks clearly and persuasively in all situations with intercultural awareness while adhering to program policies. Experience in counseling and/or mediation is a plus.
- Ability to thrive in a fluctuating environment. Work effectively under pressure and meet deadlines without compromising program quality.
- Must be a cooperative team player.
- Have familiarity and/or comfort working in a small office environment.
- Advanced skills in Microsoft Word, Excel, Outlook, Publisher and Power Point. Proficiency in Adobe Creative Suite a plus.
- Occasional travel required (10 – 15 days per year; national)

APPLICATION PROCESS:

1. Submit the following items to jobs@states4h.org
 - A one-page cover letter describing why this position interests you and is a good fit for you
 - Application Form (form found on www.states4hexchange.org "About Us: Who We Are")
 - Resume
2. Only those qualifying for an interview will be contacted. Interview process will include phone and in-person interviews and written tests (Excel and writing).

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