



EXPERIENCE INTERNATIONAL
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Experience International Study Tour Program Manager Position Announcement

COMPANY & POSITION SUMMARY

Experience International (EI) is a non-profit organization that embraces and creates opportunities for international understanding and human resource development through technical and cultural exchange.

EI seeks a Program Manager for its domestic and international study tours. EI collaborates with schools/colleges, groups and professional organizations worldwide to design Study Tours to the United States, Latin America and Central and Western Europe. With a focus on Agriculture, Forestry, Environmental Education and Resource Management and Conservation, EI also works with an increasing number of non-agricultural groups that include cultural and people-to-people exchanges for community groups.

Study tours are unique 7-21 day cultural/technical exchanges/experiences for farmers, youth leaders, teachers, students (aged 18-25), and other community groups. Group size ranges from 25-55. EI customizes each trip to the group's interests and develops an itinerary that takes participants off the beaten track and combines both technical and cultural exchange with recreation and sightseeing. The trips enable participants to become acquainted with key issues and industries related to their areas of study, professional and personal interests.

POSITION HIGHLIGHTS

- Be part of a charismatic and dedicated team of professionals committed to providing quality exchange, cultural and practical internship experiences to U.S. and international participants.
- Enjoy a flexible work schedule and connect with professionals from around the world.
- Join us in creating new opportunities; designing creative, meaningful and educationally focused trips.
- Inspire others by promoting a better understanding of the agricultural/natural resource sectors.
- Facilitate learning in a variety of settings and be a “teacher/guide” without the constraints of a classroom.
- Work independently, think on your feet and express your true passion for providing experiential learning opportunities for both youth and adults.
- Learn from EI, a non-profit organization with over 30-years of experience in the exchange business and 15-years planning and running study tours.

POSITION DESCRIPTION

The Study Tour Program Manager is a full time, rewarding and fast-paced position that includes the opportunity to travel both domestically and internationally. The Study Tour Manager is directly responsible to the Executive Director and will promote, organize, administer and lead study tours for a wide range of groups.

The Program Manager must have agricultural experience and the ability to learn about the agriculture in our travel destinations. The position requires a team player that is a flexible problem solver, detail oriented, energetic, outgoing, well spoken, and fun to work with. It requires prior tour/group leadership experience with both young adults and professionals, the flexibility to travel 6-10 weeks of the year, and the ability to mentor and supervise tour leaders.

Primary responsibilities include:

- Nurture and continue partnerships with on-going groups
- Cultivate emerging opportunities for study tour groups and partnerships
- Participate in strategic planning of Study Tour Program with Executive Director and Board of Directors
- Increase number and diversity of study tours
- Oversee tour and itinerary development
- Develop and manage tour budgets and logistics
- Lead and guide groups
- Train, mentor and supervise tour leaders for other EI trips
- Ensure quality control and evaluate all tours
- Travel for 2-3 week periods in the USA, Latin America and Europe

QUALIFICATIONS

Required

- Agricultural Education and/or agriculture experience
- 5-years or more of professional experience
- Excellent interpersonal, communication and problem-solving skills
- Tour leader and group facilitation experience
- Budget, logistic and group/trip planning experience
- Experience working with both youth and adults
- International travel experience
- US Citizen with valid passport
- Clear background check and driving record

Preferred

- Experiential learning and program development background
- Marketing and Promotion skills
- Spanish speaker

TERM, COMPENSATION & BENEFITS

- Full-time permanent position beginning on or before 15Jul19.
- Starting salary range is \$45,000 - \$55,000, commensurate with education and experience.
- Contributions to both health and retirement plans.
- Additional benefits include:
 - Paid travel in the USA, Latin America and Europe
 - One-year mentorship with Founder & Executive Director
 - Flexible work schedule

APPLICATION PROCESS

Experience International has a multi-step interview process. Candidates selected for an interview will stay after to complete a short writing assignment and computer skills test. Finalists will accompany the Executive Director for 2-4 days on a Study Tour and run a portion of the Tour as part of their evaluation process. If selected for the position, there will be a 3-month probation period and training will be ongoing for at least six months. Background checks are required on finalists.

For best consideration, please submit application materials by Wednesday 20Feb19.

To apply, please email the following to info@expint.org

- Current CV or Resume
- Cover letter that clearly addresses how you meet each “required qualification” on the position description and, if relevant, how you meet the “preferred qualifications”. Please also address why you think you are the right person to fill this position and how you will contribute to the overall Experience International mission.
- Two letters of recommendation from past employers. At least one of these must speak to how you are a fit for this position.