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**EXPERIENCE INTERNATIONAL**  
**PO Box 894 \* Bellingham, WA 98227 \* USA**  
**Tel: 360-966-3876 Fax: 360-966-4131**  
**Email: [info@expint.org](mailto:info@expint.org) \* Web : [www.expint.org](http://www.expint.org)**

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## **Position Announcement**

### **Program Coordinator – International Programs**

Experience International seeks an efficient and detail-oriented individual to provide support to its programs and participants. Participants are located around the world and include university students, career professionals, host organizations, and foreign partner agencies.

The Program Coordinator will work with a full-time team of four in an open office setting in downtown Bellingham. Most of the work is computer-based and interaction with participants is by phone, email and Skype.

Experience International (EI) is a small, non-profit educational organization that facilitates study tours and internship/cultural immersion opportunities for Americans (outbound) and Internationals (inbound). EI is an official sponsor organization for the U.S. State Department's J-1 Exchange Visitor Program. Through this program, qualified foreign nationals are matched to quality host companies for training programs. This position is primarily dedicated to supporting the J-1 Exchange Visitor Program.

Our overall mission is to embrace and create opportunities for international understanding and human resource development through technical and cultural exchange in a wide spectrum of disciplines including but not limited to agriculture and natural resources.

#### **POSITION RESPONSIBILITIES:**

1. **J-1 Exchange Visitor Program:** Support, coordinate and monitor Experience International's inbound J1 Exchange Visitor Program.
  - a. Screen, interview, process, track, monitor, and evaluate J-1 participants
  - b. Collect, coordinate and maintain required host/visitor/partner applications, agreements, and supplemental materials
  - c. Conduct written, phone and Skype communication with participants (hosts, partners and international visitors) and document interactions
  - d. Have command of, explain, and monitor compliance with Federal Regulations and EI policies
  - e. Invoice hosts & visitors, track payments, and follow up
  - f. Write and edit individualized narrative and formal training plans for participants given host description of site and training
  - g. Work with hosts to improve and develop training plans, provide education
  - h. Follow marketing plan to expand network of host organizations and placement sites
  - i. Coordinate change of placements and program extensions
  - j. Oversee report collection, tracking and review for all participants (trainee, intern, host, outbound, Study Tours, NIEA). Follow up on comments and problems.
  - k. Oversee and/or enroll and track program participants' insurance coverage throughout their program
  - l. Oversee or perform collection and tracking of arrival and departure documents
  - m. Oversee or produce certificates and letters of recommendation upon completion of program
  - n. Conduct occasional pre-departure and arrival orientations to educate participants about intercultural adaptation, safe practices, maintaining legal status in the U.S., and their training plan

- o. After first year, act as ARO in SEVIS for Trainee and Intern Programs
2. **Northwest International Education Association:** Assist with NIEA's academic J1 Program for Professors, Research Scholars and Short-Term Scholars
    - a. After first year, act as ARO for NIEA
    - b. Correspond with NIEA member institutions to collect Professor, ST Scholar, and Research Scholar applications and documents. Process documents; prepare packets and DS2019s
    - c. Solicit and track NIEA member and participant reports
    - d. Understand, have command of, and remain current with related Federal Regulations
3. **Office Management**
    - a. Provide phone reception and refer phone calls accordingly. Provide program info and advice.
    - b. Recommend and document best management practices for overall office efficiency
    - c. Review, monitor, and update office procedures
    - d. Manage Access database: overseeing entering and updating computer records; generating reports, merges and queries
    - e. Supervise bank deposits, FedEx and DHL accounts, and mail
    - f. Produce reports of staff meetings, retreats, and other program activities
    - g. Inventory and order supplies
    - h. Maintain office printer, copier, and computer software/hardware
4. **Market program and develop promotional & program materials**
    - a. Develop and update program materials for all participants
    - b. Take lead on producing EV/Host/Alumni newsletters 2-3 times per year
    - c. Update website, Facebook and other social media regularly
5. **Represent the Experience International Program**
    - a. Develop and maintain positive working relationships with Program Partners, Alumni, Hosts, and Visitors
    - b. Serve as an information resource and respond to requests for information
    - c. Represent EI at occasional networking events, conferences, and site visits after first two years

**POSITION DETAILS:**

**Start Date:** April 1, 2019  
**Appointment:** Permanent, Full Time  
**Salary:** \$38,000/year  
**Benefits:** 3% of salary toward Simple IRA retirement  
 \$3500 (per year) to Health Savings Account  
 Paid Sick Leave (6 days per year)  
 Paid Vacation Leave (10 days per year for first 2 years, then increases to 15 days)  
 Holidays (10 days per year)  
 Salary and Benefits pro-rated to reflect partial year the first year

## QUALIFICATIONS

### Required

- Post-secondary degree
- Minimum of two years professional office work experience
- Excellent oral, written and phone communication skills
- Strong attention to detail including number and word accuracy
- Investigative and research skills
- Marketing, promotion, website development and/or social media skills
- Competency with entire MS Office Suite and Outlook
- Commitment to a long-term position at EI (minimum two years)
- Commitment to EI organization and mission
- U.S. citizenship

### Preferred

- Agricultural Education and/or agriculture experience
- International experience
- Non-profit sector experience
- Experience with graphic design/graphic expression

## APPLICATION PROCESS

To apply, email the following to [info@expint.org](mailto:info@expint.org)

- Current CV or Resume that provides specific detail on previous job responsibilities
- Cover letter that clearly addresses how you meet each of the “required qualifications” 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. Incomplete cover letters will not be considered or responded to.

Experience International has a multi-step application process. Candidates who pass the first step will be asked to submit two letters of recommendation and their college transcript.

Candidates passing the second step will be selected for an interview and will complete a short writing assignment and computer skills test after the interview. If selected for the position, there will be a 3-month probation period and training will be ongoing for six months. Background checks are required on finalists.

**For best consideration, please submit application materials by February 28.** No phone calls please.