

Position Opening
Program Officer, International Visitor Program
(Application deadline is October 14, 2019)

WHAT THIS IS: A unique opportunity to plan and implement inbound international exchange programs, including the prestigious U.S. Department of State’s International Visitor Leadership Program, at Oregon's premier international affairs organization and contribute to its mission of connecting Oregonians to the world.

WHO YOU ARE:

A great project manager with a heightened attention to detail, who is skilled at and invigorated by planning and implementing multiple projects at the same time under tight deadlines. You are an organized, highly motivated self-starter who works well in a fast-paced, dynamic environment and enjoys collaborating with smart, interesting people. You equally enjoy connecting people and networking at community events and working in an office at a computer to prepare logistics, detailed itineraries, and materials. You enjoy creative programming, event planning, networking, and meeting new people from other countries and cultures. You believe in the concept of person-to-person diplomacy and value the opportunity to play a vital role in creating mutual understanding between individuals. You are a positive person who is flexible and finds the unexpected nature of the needs of hosting visitors enjoyable. You are calm under pressure and during emergency situations. You are passionate about the larger world. You think the mission of WorldOregon is important for the larger community and are excited to connect international visitors from around the world with our local community.

WHO WE ARE: Founded in 1950, WorldOregon, formerly known as the World Affairs Council of Oregon, is the oldest nonpartisan, nonprofit international affairs organization in Oregon that connects Oregonians to the world. WorldOregon has 13 employees, many volunteers, and three main areas of activity: *Global Conversations* (3-6 public programs per month on global issues and ideas including the International Speakers Series (four world-renowned speakers annually); the *Global Classroom* (K-12 education program and youth and teacher training; 8,000+ youth served annually); and the *International Visitor & Training Program* (organizes short-term visits for over 500 adult and 50 youth emerging leaders from over 100 countries each year). Check our website at www.worldoregon.org.

WHAT YOU’LL DO: JOB DESCRIPTION

Title:	Program Officer, International Visitor Program
Type of Position:	Regular, full-time employee position (hourly up to 37.5 hours per week). Additional hours with pre-approval.
Hourly Rate:	\$15 - \$17 per hour, depending on experience
Benefits:	“Employee Benefits” document available.
Start Date:	Nov/Dec, 2019
Supervisor:	Amy Barss, Director of International Visitors and Training Programs

Position Summary/Mission: Create high-quality professional development programs for international visitors, contribute to the efforts of the International Visitor Program (IVP) to achieve departmental goals, and provide support to other departments as determined by your supervisor.

Responsibilities:

Maintain a portfolio of international visitors primarily including International Visitor Leadership Programs (IVLP), but also including a percentage of International Youth Programs, and other government-funded, short-term professional exchanges for adults and youth with or without a homestay component.

- Oversee execution of itineraries for all visitors in your portfolio
- Coordinate a minimum of 25 IVLP groups each year and lead or be a part of a team for Youth Programs and other short-term exchanges as schedule allows
- Prepare and execute creative and professional itineraries for international visitors in all fields of expertise, including securing appointments with local professional resources and coordinating cultural experiences
- Manage all logistics: hotels, meals, per diems, transport, receptions, recreation for programs in portfolio
- Submit proposals to sending agencies soliciting visitors
- Maintain and strengthen good working organizational relationships with National Program Agency (NPA), U.S. Department of State staff, and other national partners
- Develop and maintain professional organizational relationships with professional resources throughout the state, home and dinner hosts, gatekeepers, and WorldOregon members
- Continually research and develop new program themes and professional resources for the program
- Organize homestays and dinner hosting for visitors
- Accompany visitors on professional appointments as schedule allows
- Participate in regular meetings with IVP departmental team to review upcoming programs, share resource information, and ensure departmental statistics and program closeout are on track
- Attend Global Ties U.S. programmer conference calls and webinars, and if not available, listen to the recordings.
- Oversee volunteers and interns working on projects in your portfolio
- Work with Global Classroom and Global Conversations staff to schedule International Visitors (IVs) as speakers in classrooms and at WorldOregon public programs as appropriate.
- Maintain knowledge as part of IVP team of hotel, transport, and vendor negotiations
- Complete program wrap up in a timely manner
- Participate in departmental data entry efforts as needed.

Organization-Wide Program Support:

You will have a portfolio of international visitor projects. Time will also be allocated to support other programs or projects of WorldOregon, including but not limited to WorldQuest, Global Conversations (including the International Speakers Series), the Global Classroom Program, and general administration.

Other:

- Maintain awareness of political and social issues and of the business climate in Oregon and Southwest Washington for use in IV programming.
- Maintain awareness of community cultural organizations/tour agencies/volunteers/professional resources able to enhance visitor experience
- Contribute and participate as part of the overall IV program team.
- Provide support for vacation/out time for other IV staff
- Participate with the IVP Team's efforts to develop and achieve program goals

- Contribute to the IVP Team's efforts to develop the home hospitality program
- Be an advocate for how IVP fits into WorldOregon and how it can be an organizational development tool
- Contribute and participate in the planning and execution of WorldOregon programs and initiatives and efforts to solidify WorldOregon as the leading international affairs organization in the State of Oregon
- Assist in other tasks as needed

Required skills and attributes

- EXCELLENT oral and written communication skills
- Bachelor's degree
- Excellent time management and organizational skills
- Strong computer skills, including Microsoft Office Suite (Word/Excel/PowerPoint), web design and database experience a plus
- Self-starter; team player with sense of humor and strong work ethic
- Interest in international issues and other cultures and commitment to the mission of WorldOregon

To apply, please do the following:

1. Write a cover letter explaining your interest in and qualifications for the Program Officer position for the International Visitor Program.
2. Include a current resume.
3. List of three to five references, including a recent supervisor or someone familiar with your work
4. Email or mail materials to the addresses below; no telephone calls, please.
Program Officer, International Visitor Program Search
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