

## **Employment Opportunity: International Exchange Programs Coordinator**

WorldDenver is a growing non-profit community organization that promotes understanding of global affairs and cultures in the Denver metropolitan area. We are seeking an International Exchanges Program Coordinator. Reporting to the Director of International Exchanges, this position coordinates all aspects of WorldDenver's fee-for-service (contracted) international exchange programs for sponsored international visitors, including program planning and implementation, proposal writing, new business development, and project reporting and close-out.

This position requires in-person work at the WorldDenver office in Denver, Colorado, with some flexibility for remote work. Occasional evening and weekend work required.

### **Essential Duties and Responsibilities:**

#### **Program Planning and Implementation**

- Organize appropriate professional and cultural programming for international visitors and students coming to Denver for professional or youth exchange programs lasting 1-4 weeks; common program topics include entrepreneurship, leadership in civil society, and youth development. Arrange meetings with local resources and subject matter experts related to program themes. Coordinate workshops, site visits, trainings, and networking events as requested. Accompany international visitors to workshops.
- Identify and secure appropriate fellowship placements with local companies, nonprofits, and government agencies for visitors in the Denver Metro Area. Orient fellowship hosts and fellows and communicate expectations to both.
- Maintain close working relationships with Global Ties US, National Program Agencies, the State Department, and corporate and other sponsors.
- Recruit, vet, train, and manage volunteers, interns, and contractors, including community homestay hosts. Publicize and actively seek out new community homestay hosts.
- Arrange housing and transportation logistics for international visitors. For programs not using homestays, arrange group hotel contracts. Schedule group transportation for program activities, including airport transfers. Accompany international visitors to/from airport.
- Communicate with international visitors, professional fellowship hosts and/or home hosts on a weekly basis to ensure a positive program experience. Serve as the main point of contact while international visitors are in Denver and develop risk management protocols for emergencies.
- Compile expense reports for submission to the national programming agency. Track cost share for inclusion in the final report and submit final report materials to the national programming agency in a timely manner. Send thank you certificates/notes/in-kind donation forms to local professional resources and hosts.
- On behalf of WorldDenver, cultivate a network of volunteer and professional contacts to provide international connections to communities in Colorado. Research and develop resources and community outreach for new programs.

- Organize and maintain files of programming correspondence and other records.

### **Proposal Writing & New Business Development**

- Write project proposals, including proposed budget, budget narrative, organizational narrative and capacity, suggested resources, program calendar, letters of support, and other proposal requirements as needed.
- Identify grant opportunities for fee-for-service visitor programming in Colorado, partner strategically with other organizations to submit competitive proposals to expand visitor programming. Develop proposals for various potential sponsors. Assure compliance with sponsor reporting requirements. Prepare budgets and reports for contracts and grants.
- Comply with applicable contract and sponsor requirements and follow all WorldDenver policies and procedures.

### **Other Responsibilities Essential to the Position**

- Stay informed about upcoming regional events and program topic trends, understand new policies and procedures for exchanges, and participate in national networking opportunities (includes travel 1 to 2 times per year to domestic locations).
- Assist in the development and distribution of promotional materials, including web pages, press releases, brochures, and social media updates.
- Work to help secure funds through fee-for-service programs, corporate services, grant writing and fundraising.
- Assist with evening events and fundraisers, as needed.

The successful applicant must demonstrate commitment to WorldDenver's international mission, strong interpersonal and organizational skills, and flexibility. Must be able to plan and implement multiple projects simultaneously while maintaining a satisfactory work product; complete assignments accurately and with attention to detail; effectively use workplace technology tools, including the Microsoft Office Suite, Google Suite applications, Zoom, and databases; communicate and interact professionally with members, community resources, and the general public; exercise sound judgment in making decisions; work successfully as a member of a team and independently with moderate supervision; and use verbal and written communication skills to build strong external relationships. Candidate should possess a broad understanding of topics and issues in fields such as government, politics, economics, business, social services, arts, and education, as well as a basic understanding of financial practices and budget management. Must be willing to occasionally be on call to handle issues and concerns that arise after hours (evenings and weekends).

Bachelor's degree and prior experience with international exchange programs, proposal or grant writing, and program management preferred but not required. This is an exempt, full-time position available starting in August 2023. The incumbent may be eligible for promotion into a management position depending on program requirements. WorldDenver may consider upgrading this position to a Program Manager (with commensurate salary increase) for a candidate with significant and relevant professional experience.

WorldDenver is committed to increasing the diversity of our staff and paid contractors who provide culturally responsive programs and services. Therefore, we encourage applications from people of diverse backgrounds and abilities. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position.

In all aspects of the employment process, WorldDenver provides employment opportunities to qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or any other protected status in accordance with applicable law.

WorldDenver offers health, vision, and dental insurance, a 401(k) plan and match, a stipend for personal mobile phone use, a professional development allowance, and generous leave policies. This position is also eligible for an annual performance-based bonus. To apply, please send a cover letter and resume along with three references to [Careers@WorldDenver.org](mailto:Careers@WorldDenver.org) by July 14, 2023. Interviews will be conducted on a rolling basis, and a candidate may be selected prior to the position closing.

Salary range: \$44,000 - \$49,000 depending on experience.