German Program Intern

Seattle-based NorthWest Student Exchange (NWSE) is seeking an intern for its German Program.

This position is a great opportunity for college students or college-aged aspiring professionals who have done little or no office work. You will have the chance to gain skills and experience in a variety of office tasks, documentation, program administration, international exchange, and working with youth and families. Join the NWSE team and help facilitate international exchange programs by developing your organizational and cross-cultural communication skills in a casual professional setting.

NWSE is an international educational exchange organization that provides more than 200 international and American teenagers with opportunities to experience the culture of another country as high school exchange students and integrated members of their host families.

Start Date: as soon as possible
Preferred commitment: 12 months or longer

Hours: 40 hours/week, flexible hours

Pay: $1600/month stipend plus insurance

Requirements:

• Able to communicate clearly and comfortably in German
• Strong interest in international high school exchange programs, esp. programs between the U.S. and Germany.
• Motivated to learn and perform common office tasks, documentation, data entry
• Excellent organizational skills and attention to detail
• Able to communicate clearly and professionally in English by phone and e-mail
• Proficient in Microsoft Office and Windows
• Team-player and quick learner
• Able to handle multiple tasks in a fast-paced environment
• Previous experience in living abroad preferred

Tasks:
Assist German Programs Manager with:

• Processing student, host family, and school applications, preparing mailings to program participants
• Handling general administrative tasks, including data entry, answering the phone, filing, and documentation
• Correspondence with coordinators, students, families, schools, and partners in the U.S. and Germany
• Preparing students and host families for the program
• Solving student-related problems
• Creating the quarterly NWSE Newsletter
• Visiting schools in the Seattle area
• Promoting NWSE's programs in the U.S., Germany, and other countries
• Completing tasks above for programs with other countries when needed
• Additional projects and tasks as required

U.S. citizens and residents as well as foreign nationals are all welcome to apply. NWSE can sponsor international applicants for the J-1 Trainee Visa. International students who are already in the U.S. on the F-1 Visa may be able to use an OPT (Optional Practical Training) permit for this position.

To apply for this position:

1. E-mail your cover letter and resume to sergei@nwse.com. To ensure our immediate attention, please write “German Program Assistant” in the subject line of your e-mail.

2. Please do not call about this position. NWSE will contact selected applicants to arrange for interviews.

We look forward to receiving your application!

The NWSE Team
NorthWest Student Exchange is a non-profit international educational exchange organization designated by the U.S. Department of State and listed with the Council on Standards for International Educational Travel (CSIET). For more information, please visit our website at www.nwse.com.