Position Title: Senior Program Officer, International Visitor Program, World Affairs Council

Position Description
The International Visitor Program (IVP) office hosts and designs professional programming for nearly 1,000 visitors each year and is one of the largest visitor programs in the U.S. The Senior Program Officer of IVP is a key member of the World Affairs Council, working with the Director to manage IVP and create high quality professional programs for visitors. The Senior Program Officer works also works with IVP staff, Council co-workers, and interns to support the development of IVP and the World Affairs Council as a whole.

Position Goals
1. **Program Management** – Works with IVP Director to achieve successful management and oversight of international visitor programs.
2. **Staff Management** – Works with IVP Director to support IVP Program Officers as a resource for program ideas and IVP protocol.
3. **Business Development** – Works with IVP Director to create and maintain strong relationships with regional and national partners to bring programs and visitors to Seattle.
4. **Business Servicing** – Works with IVP Director to create and maintain strong relationships with local partners who meet with visitors and provide expertise to visitors and programs during their time in Seattle.
5. **Program Administration** – Supports the IVP Director with program administration, including communications, program evaluation, statistics, and finance.

Qualities of an Ideal Candidate: IVP is a fast-paced team and in addition to the responsibilities specific to the position goals, the successful Senior Program Officer candidate ideally has a minimum of 2-4 years professional experience and should be able to demonstrate the following:
- Good judgment under stress
- Flexibility and quick thinking
- Balancing long-term projects with immediate tasks
- High attention to detail
- Professionalism and excellent organizational skills
- Cross-cultural exchange experience (study or living abroad preferred)
- Entrepreneurial spirit
- Ability to work well with people and show grace in demanding situations

Position Responsibilities

1. **Program Management:**
   - Works with IVP Director identify and recruit projects strategic to the Council and local resources
   - Works with IVP Director to solicit and send project proposals
International Visitor Program

- Works with IVP Director to maintain program intake documentation to ensure accuracy and track proposal due dates and project assignments
- Provides initial review of project itineraries
- Works with IVP Director to support IVP Program Officers in program development and IVP protocol
- Provides input into improvement of program systems and protocols
- Manages 3-5 international visitor projects per month
- Works with IVP Program Officers and Interns to ensure databases and appointment sheets are accurate and up-to-date

2. **Staff Management:**
   - Supports IVP Director in hiring, training and management of IVP Program Officers, work study Program Associate, and interns
   - Provides feedback and project support to IVP Program Officers

3. **Business Development:**
   - Maintains and creates new relationships with regional and national partners in the State Department’s International Visitor Leadership Program and FFS projects
   - Drafts creative project proposals
   - Supports the IVP Director in the research and development of new business opportunities
   - Attends NCIV National and Regional Meetings
   - Identifies new and creative local resources for programming

4. **Business Servicing:**
   - Maintains and suggests new relationships with local professional resources
   - Supports IVP Director in planning and implementing events/opportunities to show appreciation for local professional resources and highlighting the work of IVP
   - Connects local community events/initiatives with visitors programming
   - Supports IVP Program Officers with crisis management strategies and troubleshooting
   - Attends meetings with international visitors and local professional resources
   - Works with IVP Director to develop new resources based on Council resource development strategic plan
   - Supports IVP Director with the publishing of a bi-monthly newsletter for IVP and the development of corresponding systems.
   - Supports IVP Director with resource appreciation strategy

5. **Program Administration:**
   - Enters hotel and transportation data into spreadsheets in a timely fashion following established protocol
   - Creates invoices in a timely manner and records them accurately in the invoice spreadsheet following established protocol
   - Takes on regular communications tasks as scheduled
International Visitor Program

• Assists IVP Director in developing communications tools
• Works with IVP Director to create an implement tools for evaluating the overall effectiveness of IVP
• Supports IVP Director with annual hotel and transport rate negotiations
• Supports IVP Director with accounting of hotel and transport commissions
• Supports IVP Director with program finance including monthly reconciliations and invoice follow-up, as needed
• Supports IVP Director in implementation of upgraded eCIV database and record-keeping systems
• Supports IVP Director with review and development of IVP collateral materials
• Supports IVP Director in grant management as needed

6. Other Duties and Special Initiatives:

The World Affairs Council maintains a small professional staff that works together to promote the Council's activities, raise funds, and raise the profile of the Council in the Seattle community. Responsibilities are shouldered equally among staff members, and each member of the team contributes to the work of the others where appropriate. In particular, this position will involve working on major Council events.

Position Requirements:

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<th>Required</th>
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<td>• Demonstrated leadership ability</td>
<td>• Experience planning exchange programs or in event management</td>
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<td>• Strong organizational and problem-solving skills</td>
<td>• Foreign language skills and international experience</td>
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<td>• Time management and multi-tasking ability, acute attention to detail</td>
<td>• Experience or training in working with diverse communities</td>
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<td>• Excellent verbal and written communication skills in English</td>
<td>• Experience with MS Access-based databases</td>
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<td>• Demonstrated interest in and knowledge of international affairs</td>
<td>• Staff management experience</td>
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<td>• Excellent written and spoken communication skills</td>
<td>• Computer literacy and knowledge of Microsoft Office programs</td>
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<td>• Mature, balanced, engaging personality</td>
<td>• 2-4 years of professional experience</td>
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<td>• 2-4 years of professional experience</td>
<td>• Four-year university degree</td>
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Key Internal Contacts

• IVP Director
• IVP Program Officer(s)
• Office Administrator

Key External Contacts

• U.S. Department of State Staff
• National Program Agency Staff
• Board of Trustees
International Visitor Program

- Council President
- Local Gatekeepers and Professional Resources
- Home hospitality hosts and members

Starting Salary: DOE
To apply: Send resume and cover letter to: Bipasana Joshee, Database and Office Manager, World Affairs Council - bjoshee@world-affairs.org; Please, no phone calls.
Application Deadline: COB Tuesday, September 7th, 2010.