



worldoregon.org | 503.306.5252
1207 SW Broadway, Suite 300
Portland, OR 97205-2909

Position Opening
Project Coordinator, International Visitor Program
(Application deadline is January 16, 2024)

WHAT THIS IS: A unique opportunity to use your project planning skills and interest in global connections to work with Oregon's premier international affairs organization and assist with the mission of connecting the people of Oregon and SW Washington with the world.

WHO YOU ARE: You are a great project manager with strong attention to detail, interpersonal skills, crisis management skills, and a desire to create empathy and mutual understanding between people, who is passionate about the larger world. You are a liaison between WorldOregon and the community, incorporating diversity, equity, and inclusion (DEI) in an intercultural setting (please see WorldOregon's DEI statement [here](#)). You are an organized, highly motivated self-starter who works well in a fast-paced environment and enjoys collaborating with a dynamic team. You are as comfortable spending hours behind a computer with databases, survey tools, spreadsheets, and online meetings as you are out in the community with visitors or meeting contacts. You have flexibility to shift your schedule or add additional hours in the evening or weekends. You think the mission of WorldOregon is important for the larger community, and you are excited to be part of WorldOregon's team.

WHO WE ARE: [WorldOregon](#), formerly known as the World Affairs Council of Oregon when it was founded in 1950, is a nonpartisan, nonprofit international affairs that connects the people of Oregon and SW Washington with the world. WorldOregon has 11 employees, many volunteers, and three main areas of activity: *Global Conversations* (3-6 public programs per month on global issues and ideas plus the nationally known International Speakers Series annually); the *Global Classroom* (K-12 education program and youth and teacher training; pre-COVID-19 pandemic, 8,000+ kids served annually); and the *International Visitor Program* (organizes short-term virtual and in-person visits for, pre-COVID-19 pandemic, over 500 adult and 50 youth emerging leaders from over 100 countries each year). WorldOregon's International Visitor Program is recognized nationally for its excellence in programming. WorldOregon is committed to being more diverse, equitable and inclusive and is working to genuinely and authentically to connect the diversity of Oregon community members with the world. At this time, staff is working in the office 2-3 days per week, and having flexibility the rest of the week to work in the office or from home.

EQUAL OPPORTUNITY EMPLOYER: WorldOregon provides equal employment opportunities to all employees and applicants for employment of all abilities, ages, countries of origin, ethnicities, gender identities, nationalities, races, religions, and sexual identities and any other status protected under applicable federal, state, and local laws. We're committed to fostering a diverse, equitable, and inclusive workplace. We are most interested in finding the best candidate for the job, and we encourage you to apply, even if you do not believe you meet every one of the qualifications.

Title: Project Coordinator, 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: \$18-20 per hour, depending on experience
Benefits: Please see "Employee Benefits" document.
Start Date: February 14, 2024 (estimated)
Supervisor: Amy Barss, Director of International Visitors and Training Programs
Position Summary/Mission: Create high quality professional development programs for international visitors and provide administrative and program support to the International Visitor Program.

Responsibilities

Maintain a portfolio of international visitors primarily including International Visitor Leadership Programs (IVLP), while also providing support for other short-term exchanges as schedule allows.

- Coordinate two to four IVLP groups each month. Provide support or lead for other short-term exchanges as schedule allows. This includes the following tasks:
 - Prepare and execute creative and professional itineraries for international visitors in all fields of expertise.
 - Manage all logistics: hotels, meals, per diems, transport, receptions, recreation for programs in your portfolio.
 - Submit proposals to sending agencies soliciting visitors.
 - Maintain and strengthen good working organizational relationships with National Program Agencies, U.S. Department of State staff, and other national partners.
 - Accompany visitors on professional appointments as schedule allows.
 - Complete program wrap-up in a timely manner.

Lead International Visitor Program (IVP) welcome packet upkeep and project closeout.

- Contribute to the IVP Team's efforts to build systems and electronic templates to increase organization, efficiency, and professionalism of the department.
- Lead departmental statistics and program closeout for the department in coordination with the department's director with weekly, monthly, and quarterly deliverables.
 - Visitors' packet upkeep including cover letters, maintaining list of visitor and professional resource quotes, ordering brochures, and general upkeep of associated paper and electronic files.
 - Execute departmental electronic thank you notes.
 - Lead data entry efforts into organization databases, including WorldOregon database and U.S. Department of State IVLP Resource Center (IVRC) in coordination with the department's director and the development team.

Other

- Maintain awareness of political and social issues and of the business climate in Oregon and Southwest Washington for use in IVP.
- Maintain awareness of community cultural organizations/tour agencies/volunteers able to enhance visitor experience.
- Support IVP orientation for IVP interns in coordination with the department's Director and the staff member who is the lead volunteer coordinator.
- Assist department's Director in preparing fee-for-service international visitor programs, including youth visitor programs.
- Approach work with a Diversity, Equity, and Inclusion (DEI) lens, using WorldOregon's DEI Development Tool proactively include interdepartmental efforts into your programs.

Assist in other tasks as needed



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Required skills and attributes:

- Excellent oral and written communication skills
- Bachelor's degree or equivalent work experience
- 1-3 years of work experience in international exchange or program implementation
- Excellent time management and organizational skills
- Strong computer skills, including Microsoft Office Suite (Word/Excel/PowerPoint). Experience with MailChimp, Survey Monkey, Zoom, Canva, websites, and databases is a plus.
- Self-starter; team player with a strong work ethic
- Interest in citizen diplomacy and international issues 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 position of Program Coordinator, International Visitor Program.
2. Include a current resume describing your experience and skills in the required areas.
3. List three references, including a recent supervisor or someone familiar with your work. (WorldOregon will not contact references before discussing it with the candidate.)
4. Email materials listed in 1-3 to search@worldoregon.org