

GLOBALTIES Sacramento

A DIVISION OF WORLD TRADE CENTER NORTHERN CALIFORNIA

Position: International Program Coordinator – Sacramento

This position is based in Sacramento, California. While the position is currently remote, candidates must reside in the state of California, and local residency in the Sacramento area will be required in the future. Candidates are also expected to have reliable Internet access for remote work requirements. Global Ties Sacramento is a division of World Trade Center Northern California (WTCNC), also located in Sacramento.

Position Description

The International Program Coordinator – Sacramento supports Global Ties Sacramento's efforts to build ties between Americans and citizens of other countries, resulting in stronger connections for diplomacy and trade, and supporting Northern California businesses and our economy. Working with organization leadership, this position facilitates all Sacramento international exchange program activities and supports events and marketing/communication activities.

This will be achieved by performing the following duties:

International Visitor Leadership Program (IVLP)/Fee for Service Program Implementation (95%): Lead all Sacramento International Exchange activities and pursue international connections through IVLP and other Fee for Services opportunities. Currently, these activities are virtual, but a resumption of in-person programming is expected in 2022.

Responsibilities include:

- Organize professional and cultural programming for international visitors, including: scheduling meetings, cultivating new resources, arranging home hospitality, confirming cultural activities, accompanying groups, and managing after-hours emergencies (once in-person programming resumes).
- Write IVLP program proposals, develop detailed programming, monitor results, and ensure compliance with government requirements.
- Coordinate logistics (hotels, transportation, and meeting rooms) for visitors once in-person programming resumes.
- Recruit and supervise unpaid interns, including training and assignments.
- Maintain detailed and accurate records on programs for grant reporting purposes.
- Secure and implement Fee for Service opportunities.
- Attend Global Ties U.S.'s National and Regional conferences, as available, and build relationships with Global Ties U.S., National Programming Agencies, and the U.S. Department of State.

Events and Marketing/Communication Activities (5%): In coordination with other team members, support Global Ties Sacramento events and communication strategies.

Responsibilities include:

- Contribute to WTCNC overall communications strategy through IVLP reports.

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- Contribute to Global Ties Sacramento communications through delegation reports, active social media, and email outreach.
- Implement occasional Sacramento community events, including coordinating logistics, registration, outreach, and budget reports.

Qualifications and Requirements

Education and Experience:

Bachelor's degree (international relations, political science, or other internationally focused degree preferred) and at least three years of relevant professional experience. Cross-cultural communication and supervisory experience required.

Skills and Attributes:

- Excellent interpersonal and communication skills, both oral and written.
- Ability to read, analyze, and interpret professional journals, general business periodicals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Broad understanding of topics and issues at the intersection of international policy and fields such as government, politics, economics, business, social services, arts, and education.
- Ability to effectively present information and respond to questions from groups of managers, the public, and other stakeholders.
- Ability to manage multiple projects under time and resource pressure.
- Creativity, initiative, strategic thinking, maturity, and excellent problem-solving skills.
- Experience working with interns and/or volunteers.
- Proficiency in Microsoft suite of products (especially Word), social media platforms, CRM/database experience, and competency in other Internet software.
- Proficiency in video conferencing tools and use of virtual meeting platforms (especially Zoom).

Physical Demands: *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Regularly required to stand and sit.
- Occasionally required to walk and reach with hands and arms.
- Regularly lift and/or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Annual Salary Range: \$23.00 - \$25.00 per hour depending on experience, plus benefits.

To Apply

- Send email with subject line: "International Program Coordinator – Sacramento [Your Name]"
- Include résumé and cover letter
- Email to Tessa Carter, Manager of Operations, Sacramento, tcarter [at] NorCalWTC [dot] org
- *No phone calls please*