



**WORLD TRADE CENTER®**  
**NORTHERN CALIFORNIA**

At World Trade Center Northern California (WTCNC), we help companies develop their international business through education, resources, and connections. Currently, we are looking to hire a full-time **International Program Coordinator-San Francisco**, to join our dynamic team. The ideal candidate will thrive in a fast-paced environment and enjoy juggling multiple projects, priorities, and overlapping deadlines while being well versed and experienced in managing international exchange programs and activities, supporting events, and marketing and communications activities.

While this position is currently remote/work from home, candidates must reside in the San Francisco Bay Area and will be expected to frequently commute to various Bay Area cities (predominately San Francisco) to greet international delegations. Candidates must have reliable Internet access for remote work requirements. Global Ties San Francisco is the Bay Area diplomacy arm of the World Trade Center Northern California (WTCNC) in Sacramento.

**Position Essential Duties and Responsibilities:**

International Visitor Leadership Program/Fee for Service Program Management Duties (95%):

- Assists with all San Francisco/Bay Area International Exchange activities through the U.S. Department of State's International Visitor Leadership Program (IVLP) and other Fee for Service programs.
- Organizes professional and cultural programming for international visitors, including cultivating new resources/speakers, writing proposals, scheduling meetings, arranging home hospitality, confirming cultural activities, accompanying groups, and managing after-hours emergencies.
- Coordinates logistics (meeting rooms and transportation) for visitors.
- Assists with Global Ties San Francisco's internship program, including intern training and work assignments and overseeing up to five interns at a time.
- Assistance with data preparation for grant reporting and Board of Directors may be required.

Events and Marketing/Communication Activities Duties (5%):

- Contributes to overall communications strategy through delegation reports, social media, and email outreach.
- Helps implement occasional Bay Area community events, including logistics preparation and outreach. Provide event support on select WTCNC (Sacramento) events.

**Position Qualifications/Skills Required:**

- Required Education: Must have a Bachelor's degree from a four-year college or university in international relations, political science, or internationally-focused degree.
- Required Experience: Must have two (2) years of related experience.
- Language Skills: Must possess the ability to read and interpret documents such as safety rules, professional journals, general business periodicals, technical procedures, or governmental



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regulations. Writes routine reports and correspondence and speaks effectively before groups of stakeholders or employees of the organization.

- Reasoning Skills: Must possess the ability to apply common sense understanding to carry out detailed written or oral instructions.
- Computer Skills: Must have knowledge of Internet software, Zoom/video conferencing, Social Media platforms, and Microsoft Suite of Products.

**Pay and Benefits:**

- Mission-driven organization
- Collaborative, flexible environment
- Excellent professional development opportunities
- Pay Range: \$23.00 – \$25.00/hour at 40 hours/week
- Medical, dental, vision, and life insurance
- Long-term / Short-term disability insurance
- 401(k) retirement savings plan
- Generous paid time off (holidays, vacation, sick, jury duty, parental, family medical)
- Mobile phone use reimbursement (\$60/month)
- Home internet reimbursement (\$50/month)
- Remote/teleworking

**To Apply:**

- Send email to “Hiring Manager” at [adminwtc\[at\]norcalwtc\[dot\]org](mailto:adminwtc[norcalwtc.org]) with subject line: “International Program Coordinator – San Francisco – [Your Name]”
- Include résumé and cover letter
- No phone calls please

*Our Company is an Equal Opportunity Employer and ensures its employment decisions comply with principles embodied in Title VII, the Age Discrimination in Employment Act, the Rehabilitation Act of 1973, the Vietnam Veterans Readjustment Assistance Act of 1974, Executive Order 11246, Revised Order Number 4, and applicable state regulations. We value all cultures, races, colors, ethnicities, national origins, ages, sexes, gender identities, gender expressions, sexual orientations, religions, disabilities, economic statuses, and other diverse backgrounds. As international exchange professionals, the heart of our work is building mutual understanding, inclusion, and respect.*