

GLOBALTIES San Francisco

A DIVISION OF WORLD TRADE CENTER NORTHERN CALIFORNIA

Job Description

Job Title: International Program Coordinator

FLSA Status: Non-Exempt

Location: Hybrid in San Francisco, CA

Global Ties San Francisco implements professional and diplomatic exchange programs in the San Francisco Bay Area, primarily through the U.S. Department of State's International Visitor Leadership Program (IVLP). On an annual basis, we host over 700 international visitors in the Bay Area for short-term exchanges, bringing approximately \$1.1 million to the local economy. Through these visits, current and emerging foreign leaders exchange cutting-edge information with their professional counterparts, experience local culture, and cultivate lasting relationships with American citizens. Global Ties San Francisco is the Bay Area diplomacy arm of the World Trade Center Northern California (WTCNC).

We are hiring a full time **International Program Coordinator–San Francisco** to support our efforts to strengthen ties between Americans and citizens of other nations for a more peaceful, prosperous world. The ideal candidate is one who thrives in a fast-paced environment, juggling multiple and overlapping projects and priorities, while being enthusiastic about international exchange programs. The International Program Coordinator–San Francisco provides administrative, logistical, and programmatic support for the Senior Manager of International Programs at Global Ties San Francisco.

Position Essential Duties and Responsibilities:

International Visitor Leadership Program/Fee for Service Program 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 exchange programs.
- Organizes professional and cultural programming for international visitors, including cultivating new resources/speakers, writing proposals, scheduling meetings, coordinating logistics as needed, and accompanying groups.
- Assists with Global Ties San Francisco's internship program, including intern training and work assignments, helping oversee up to five interns at a time.
- Maintains accurate and complete records through use of several software and CRM systems.
- Attends meetings with visitors throughout the Bay Area, prints and delivers welcome packets to visitors' hotels, and handles other in-person logistics related to programs.

Events and Marketing/Communications Duties (5%)

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

Position Qualifications/Skills Required:

- **Education:** Must have a bachelor's degree from a four-year college or university in international relations, political science, or internationally-focused field.
- **Experience:** Must have two (2) years of related experience.
- Must have a high degree of organization and attention to detail, strong cross-cultural communication skills, and the ability to prioritize workload effectively.
- Must have mature judgment to respond professionally and diplomatically in a fast-paced and sometimes high-pressure environment.
- Must be knowledgeable in Microsoft Office suite of products, video conferencing, and Internet software. Knowledge of social media platforms preferred.

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Pay and Benefits:

- Pay Range: \$24.00 – \$26.00/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)
- Mission-driven organization
- Collaborative, flexible environment
- Excellent professional development opportunities

Work Location & Schedule:

Hybrid; Candidates must reside in the San Francisco Bay Area and be able to frequently commute to various Bay Area cities (predominately San Francisco) to greet international delegations. Candidates must have reliable Internet access for remote work.

- 90% work-from-home*
- 10% in-person – varies by week

*Subject to change.

To Apply:

- Send cover letter and résumé to the Hiring Manager:
 - Email address: info[at]globaltiessf[dot]org
 - Subject line: "International Program Coordinator – San Francisco – [Your Name]"
 - All résumés and cover letters must be in the form of an attachment, or they will not be reviewed.
- No phone calls please

Diversity and Equity: As international exchange professionals, the heart of our work is building mutual understanding, inclusion, and respect. 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. 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.