



IAESTE UNITED STATES

WORK OFFER

Ref. No. US-2021-80010

Employer Information

Employer: Cultural Vistas
1250 H Street NW, Ste. 300

20005 Washington, D.C.
United States

Website: www.culturalvistas.org
Location of placement: Washington D.C.
Nearest airport:
Working hours per week: 35.0
Working hours per day: 7.0

Number of employees: 40

Business or products: International Exchange

Student Required

General Discipline: BUSINESS, MANAGEMENT, AND MARKETING
Field of Study: Customer Service Management.; International Marketing.

Completed years of study: 2
Student status requirements: Must be enrolled or a recent graduate

Language required: English Excellent (C1, C2)

Required Qualifications and Skills:

Other requirements:

- Strong ability to communicate effectively within a multi-cultural environment and with people from diverse cultures and countries
- Excellent English oral and written communication skills
- German language proficiency preferred but not required
- Eligibility for a J-1 visa in either Intern or Trainee category

Work Offered

Program Administration

- Provides general administrative support for CBYX under the supervision of the Program Director, Senior Program Officer, and Program Officer.
- Active involvement in participant selection, including assisting with applicant interviews.
- Assists with annual recruitment campaign for current and new host college partners in the United States
- Plans and arranges accommodations for individual travel for approximately seventy-five German participants from New York City to their host communities in the United States in conjunction with the Senior Program Officer and Program Assistant
- Contribute to CBYX social media accounts, including Facebook and Twitter
- Other tasks as assigned

Client Relationship Management

- Answers program inquiries via phone/email/mail
- Communicates with applicants, host families, colleges, and companies, as well as our German partner organizations
- Provides support for current participants

Professional Development

- Develops and maintains knowledge of visa regulations, Cultural Vistas policies and their applications
- Develops and maintains industry knowledge
- Takes proactive approach to improve business functions and workflow within department
- Works in accordance with the mission, goals, values, and strategic direction of Cultural Vistas

Number of weeks offered: 24 - 26

Within the months: 01-SEP-2021 - 25-FEB-2022

Or within: -

Company closed within: -

Working environment: Office work

Gross pay: 2000 USD / Month

Deduction to be expected: standard

Payment method / time of first / end of first month payment:

Latest possible start date:

Accommodation

Canteen at work: No

Expected type of accommodation: Apartment

Accommodation will be arranged by: trainee

Estimated cost of lodging: 900 USD / Month

Estimated cost of living incl. lodging: 1900 USD / Month

Additional Information

Nomination Information

Deadline for nomination: 15-MAR-2021

Date: 27-JAN-2022

On behalf of receiving country:

IAESTE United States