

## **Job Description: Program Specialist**

### Reports To

Responsible Officer and Alternative Responsible Officer

### Position Summary

Program Coordinator acts as liaison for the exchange visiting teachers with host schools, local agencies and be able to take initiatives in projects for the exchange teacher program.

This individual should possess a great customer service skill, good communication and fluent in English, and be able to complete the tasks without supervision.

### Responsibilities

- Conduct and assist exchange teachers' information seminar when required
- Coordinate with applicants for all the questions for the teachers' exchange program
- Conduct screening interview with applicants and recommend qualified applicants for further selection to host schools
- Coordinate with US host schools and local recruitment agencies for interview and related procedure
- Monitor applicants' home government policy for teachers' program bound to the U.S
- Provide guideline and assist hired teachers with steps on the visa procedure, mandatory health insurance and teachers home countries regulation
- Guide hired teachers with US educator license requirement and application
- Provide US housing information and assist with teachers as needed
- Provide information for teachers on obtaining US official documents
- Arrange and conduct J-1 Pre-Departure Orientation Meeting and mandatory training workshop
- Assist responsible officer and alternative responsible officer with various administrative tasks
- Coordinate accommodation and airport arrival pick up arrangement with host schools and teachers
- Assist teachers with housing related issues
- Schedule interviews for teachers with host schools
- Provide and create information for Orientation
- Create and update regulation and notify exchange teachers for the changes
- Monitor exchange teachers in compliance of US exchange program regulation
- Prepare annual report for the cultural activities of exchange teachers
- Support Responsible Officer/Alternative Responsible officer in preparation of program audit

- Ensure hired exchange teachers submit all required documents
- Update website content and information
- Answer phone calls

### Qualifications and Requirements

This is a work from home position. Candidate must have proven abilities to work alone and take initiatives without direct supervision. Excellent communication and command in English skills. Detail oriented and great organization skill are must. A computer with stable high-speed internet is also a must

- Excellent understanding of MS office, MS Excel, MS PowerPoint
- Experience with Website software and graphics software (photoshop, HTML) a plus
- Abilities to independently create proposals and reports
- Experience in teacher exchange program a plus

### Company Description

International Expert Resources (IER) provides and organizes cultural exchange opportunities for teachers from all over the world to experience cultural exchange activities in the U.S K-12 classroom. IER is an US State Department officially designated J1 program sponsor. For more information, visit [www.iexpertresources.com](http://www.iexpertresources.com)

Submit cover letter and CV with expect salary to [info@iexpertresources.com](mailto:info@iexpertresources.com)