

Trainee/Internship Program Offer

(10301) Non-Profit Public Diplomacy Administration Training – Bellingham, WA



Start Date: October 2018 – January 2019

Training Duration: 18 months

Compensation: \$12.50 per hour

Housing: assisted to find

Number of Positions Offered: 1

Host Company Description:

The host company is a non-profit corporation established to promote mutual understanding between nations through cultural and educational exchanges with a mission to encourage a lifelong journey of global peace and understanding. The company provides inbound and outbound academic, language study and work-based trainee and internship programs.

Position Description:

- Become familiar with public diplomacy, company operations, projects and goals
- Learn to administer a public diplomacy program at a non-profit organization to encourage global peace and understanding through people-to-people international exchanges
- Conduct daily programmatic duties and how to interpret and apply governmental regulations
- Conduct record management to ensure program compliance
- Respond and engage with program participant and host company inquiries to learn program support services
- Participate in marketing strategies and implementation
- Learn application processing and sequences of events in working with exchange visitors on program

Applicant Qualifications:

- To apply for the **Trainee** program, applicants must hold either 1) **business management**, 2) **public administration**, or 3) **travel and tourism** degrees and have least 1 year of professional work experience related to the degree, OR be career professionals of 5 or more years of professional experience in this field

- **Must possess excellent English writing and speaking skills**
- Ability to organize and prioritize effectively and solve problems
- Public diplomacy and customer relations
- Dedicated to meeting deadlines

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)
3. Indicate this offer number and title