



Program Officer, CBYX and University Partnerships

Reports To: Sr Director, CBYX & University Partnerships **Classification:** FT

FLSA Status: Non-exempt

Effective Date: Fall 2021

Position Summary:	<i>Reporting to the Senior Director, CBYX and University Partnerships, the Program Officer facilitates social media and marketing/recruitment relationships for the Congress-Bundestag Youth Exchange for Young Professionals (CBYX) and supports administrative aspects of CBYX and University Partnerships.</i>
Essential Duties and Responsibilities:	<p><u>Administration</u></p> <p><u>CBYX</u></p> <ul style="list-style-type: none"> ▪ Organizes venues, transportation, lodging, and food for all evaluation and orientation seminars ▪ Assists team with college admissions applications, transcript translation, and resume preparation for German participants ▪ Supports and advises participants, host families, host colleges, and host companies as directed ▪ Assists Senior Program Officer in arranging Congressional visits during seminars in Washington, D.C. ▪ Assists Senior Program Officer in booking inbound participant travel to various seminars, as well as arranging participant travel to final placements. ▪ Assists Program Officer in arranging venues and panelists for annual selection interviews ▪ Assists Senior Program Officer and Program Officer with participant check-ins (inbound and outbound) and with host check-ins (inbound). <p><u>University Partnerships (includes Study Tours/Virtual Voyages)</u></p> <ul style="list-style-type: none"> ▪ Serves as primary contact for participants and stakeholders ▪ Organizes speakers, venues, transportation, lodging, and other stipulated services ▪ Leads or co-leads Study Tours in country/Virtual Voyages online as required ▪ Creates agendas, supplementary materials, and follow-on communications ▪ Communicates regularly with applicants, participants, and tour presenters ▪ Represents Senior Director as requested for liaison activities with stakeholders ▪ Facilitates alumni networking ▪ Assists Senior Director with: <ul style="list-style-type: none"> ○ Developing and implementing participant recruitment strategies ○ Developing new stakeholder partnerships to expand partnership portfolio <p><u>CBYX and University Partnerships</u></p> <ul style="list-style-type: none"> ▪ Supports the CBYX Senior Director, CBYX Senior Program Officer, and CBYX Program Officer in budgeting and overall timeline tracking ▪ Creates and maintains social media and web presence ▪ Prepares and updates marketing materials; ▪ Presents at fairs, conferences and other venues for recruitment, advocacy, and to contribute to thought leadership in the field of international exchange/transatlantic relations ▪ Processes applications and assists with other scanning, copying, and filing as needed ▪ Solicits regular feedback from participants and external stakeholders pertaining to the programs ▪ Maintains participant database, financial records, and confidential documents

	<ul style="list-style-type: none"> ▪ Works with accounting department and Concur to process payments including host stipends, college tuition, travel reimbursements, seminar payments, and related program expenses ▪ Answers routine inquiries via phone and e-mail ▪ Supports Salesforce and LMS implementation for all program-related stakeholders ▪ Completes other tasks as assigned <p><u>Professional Development</u></p> <ul style="list-style-type: none"> ▪ Maintains current knowledge of application requirements, candidate selection, and Cultural Vistas policies in order to properly represent Cultural Vistas throughout the application process ▪ Maintains an advanced knowledge of legal regulations, Cultural Vistas policies, and their applications ▪ Maintains industry knowledge by seeking out educational workshops, classes, and publications ▪ Supports ongoing communication to appropriate staff regarding initiatives and new business ▪ Takes a proactive approach to improve business functions and workflow within department ▪ Works in accordance with the mission, goals, values, and strategic direction of Cultural Vistas
Skills and Abilities Required:	<ul style="list-style-type: none"> ▪ Ability to take accountability for multiple assignments / projects simultaneously, prioritize workload, organize, and make decisions in a deadline driven environment ▪ Social media management and content creation ▪ Demonstrated ability to anticipate outcomes and problem-solve ▪ Accounting and financial reporting skills ▪ Event planning and participant logistics ▪ Demonstrated ability to maintain a proactive, flexible, inventive approach ▪ Excellent attention to detail ▪ Strong analytical skills, good judgment and critical thinking skills ▪ Commitment to professionalism and communicability ▪ Ability to provide excellent customer service, both internally and externally ▪ Ability to exhibit a collegial attitude and excel within a collaborative team working environment ▪ Strong ability to communicate effectively (written and verbal) within a multi-cultural environment ▪ Interest in and commitment to the mission of Cultural Vistas
Computer Equipment and Software Experience Required:	Must be proficient in Microsoft Office Suite products. CRM and LMS experience and proficiency a plus.
Education and Experience Required:	Education: Bachelor’s degree required, Master’s degree a plus; B1 or above proficiency in German preferred Experience: Minimum 3 years of increasingly responsible administrative, event planning, customer service, or client relations management experience.
Physical Demands of Position:	Work on weekends, holidays, and evenings may be required. Travel may also be required.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an “at will” relationship.