Position Open, Working with International Visitors

Professional Exchanges Program Coordinator
20 hours/week, some flexibility in scheduling

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization promoting international understanding and engagement by educating, inspiring and providing enriching interactive experiences to our community. We offer globally-focused opportunities for all ages in four main program areas. With a staff of 16 and a $1.4 million budget, Global Minnesota is proud to bring Minnesota increased global engagement and recognition. For more information, see our website at www.globalminnesota.org. Nationally, the organization is in the top 10 of the 95 World Affairs Councils of America; a member of Global Ties U.S., the nonprofit arm of the U.S. State Department’s International Visitor Leadership Program; and an affiliate of the Foreign Policy Association.

Position Summary: The Professional Exchanges Program hosts over 400 international participants annually. Many of the visitors are part of the International Visitor Leadership Program, which is sponsored by the U.S. Department of State and designed to connect emerging global leaders in a variety of fields to their professional counterparts in the U.S. Under the direction of the program manager, the coordinator develops and implements a successful visit for the international visitors and the local professional contacts. The coordinator works with all program aspects including researching prospective local professional contacts, arranging logistics, drafting local itineraries, coordinating dinner hosting, and communicating logistical details to the appropriate authorities. Duties also include maintaining database, statistics, and activity records. When visitor volume is low, the coordinator may assist the program director.

Reports to: Professional Exchanges Program Manager

More Details

- Conducts research on a variety of international topics and local professional contacts.
- Arranges logistics, including meetings, itineraries, local transportation, and lodging.
- Prepares itineraries, information packets, attends meetings, takes notes, sends thank you notes and follow-up materials.
- Works with staff to ensure all aspects of dinner hosting are arranged.
- Assists with cultural or other events involving the international visitors.
- Greets and responds to international visitors’ needs while in Minnesota; prepares for onsite meetings.
- Accompanies visitors to appointments; may drive visitors to appointments; delivers materials to hotels.
- Maintains database related to local professional contacts as well as program statistics to be used for program marketing, evaluation, and reporting.
- Provides administrative support including reviewing and prioritizing incoming messages, mail, and information; copying, mailing, invoicing, assembling visitor welcome packets.
- Communicates with National Program Agency officers and associates in Washington, D.C., other Global Minnesota program team members, and a variety of community leaders and professionals.
- Other duties as assigned.
Qualifications: This position requires demonstrated strong project coordination and organizational skills, including ability to manage and anticipate logistical challenges, strict attention to detail, adherence to deadlines, impeccable follow through, and the ability to work on multiple projects simultaneously. Must have astute computer skills including experience with Microsoft Word, PowerPoint, Excel, and be adept at using email and performing online research. Experience with Raiser’s Edge database preferred. Interests in international relations, foreign policy, and other cultures preferred, in addition to familiarity with the local Minneapolis-St. Paul metropolitan community. This position requires a valid Minnesota Driver’s License, good driving record, and ability to drive to meetings as necessary.

Compensation: This is a part-time, in-office position, scheduled for 20 hours/week. Preferred schedule would be 4 hours daily, between 9 am and 5 pm Monday through Friday. Occasional evening or weekend hours are needed. The hourly rate is $12 to $14/hour based on experience. Global Minnesota offers part-time staff a compensation package including hourly pay, paid vacation, paid holidays, paid parking, opportunities for professional development, employer contribution to a retirement fund and optional pre-tax employee contribution to a retirement fund.

Application: Send a resume and letter of interest to Kathleen Oscarson, Administrative Director, at info@globalminnesota.org. Applications reviewed as received. Confidential application process.