

International Exchanges Coordinator

Full-time position



Global **Minnesota**

Position Summary: Put your best local expertise, attention to detail, and ability to coordinate multiple projects for Global Minnesota's busy Professional Exchanges Program. Work closely with the Program Manager to connect people from all over the world with people and organizations in Minnesota to share ideas and best practices that effect positive global change. The Professional Exchanges Program is nationally recognized for excellence and current exchanges operate completely virtually. Begin this full-time role as a mainly work-from-home or hybrid position. We anticipate a shift to more hybrid work, including in-office days, in 2022.

Coordinate the Minnesota components of the U.S. Department of State-sponsored [International Visitor Leadership Program](#) and other fee-for-service exchanges, engage local resources and Global Minnesota corporate and individual members, and share exchange stories with Global Minnesota audiences. Following the strong protocols and processes in place, create compelling and customized project proposals and arrange appointments and custom itineraries that maximize the number and impact of the international exchange participants' experiences and position Minnesota as a leading destination for international visitors.

Global Minnesota hosts 3-7 exchanges per month, which are currently virtual exchanges with a return to some in-person exchanges expected in 2022. This role helps coordinate all aspects of the exchanges from start to finish. These include writing proposals, researching and arranging meetings with local resources, communicating meeting details, preparing materials and bios, writing custom itineraries/run-of-show plans, facilitating Zoom and in-person meetings, sending thank you notes, maintaining program data, etc. Eventually this position will also manage in-person program logistics for international visitors, including hotel, transportation, dinner hosting, etc.

Organization Summary: Global Minnesota is a nonprofit, nonpartisan, member-supported organization advancing international understanding and engagement. With a staff of 16 and a \$1.5 million budget, Global Minnesota is proud to be celebrating 70 years of connecting Minnesotans to the world and the world to Minnesota. Currently some staff work hybrid schedules and others work from home. For more information, visit our website at: www.globalminnesota.org.

Environment: Global Minnesota staff work in a fast-paced, dynamic environment and need to be efficient, flexible, professional, dependable problem solvers, who can work well independently and as part of a team. Self-starters with well-developed communication, cross-cultural, and interpersonal skills and an interest in meeting and working effectively with multiple constituencies are especially effective.

Reports to: Professional Exchanges Program Manager

Qualifications

Required: Must be Minnesota-based and able to commute to Minneapolis office. One year of demonstrated strong project coordination/organization experience required, including attention to detail, adherence to deadlines, self-directed follow through, the ability to work on multiple projects simultaneously and the ability to manage and anticipate logistical challenges. Excellent computer skills with Microsoft Word, PowerPoint, Excel, Google email and online research are essential, as are

good writing skills and effective communication via email, phone, and video. A strong candidate will be creative, resourceful, self-confident, and assertive. Strong interest in learning about other cultures and communicating with sensitivity across cultures and stakeholders is important. Some flexibility in hours is needed to handle meetings that need to take place outside of regularly scheduled hours or issues and concerns that arise outside of regularly scheduled hours.

Preferred Additional Qualifications: International exchange experience and familiarity with Twin Cities and Greater Minnesota resources, understanding of Global Minnesota programs, experience facilitating meetings, effective public speaking skills, experience with Raiser's Edge database.

Position Details

Professional Exchanges Program

- Research local resources and write proposals to bring international groups to Minnesota.
- Communicate via email and phone to Minnesotan resources, speakers, and organizations to schedule professional meetings or activities.
- Coordinate logistical arrangements for visitors, including Zoom meetings, hotel, local transportation, and special events or cultural activities as needed.
- Prepare itineraries/run-of-show plans and pre- and post-meeting materials, facilitate meetings online and in-person, take notes, send thank you notes and follow-up materials.
- Maintain positive working relationships with local community, the National Program Agencies, Global Ties U.S. and U.S. Department of State.
- Greet and respond to international visitors' needs while in Minnesota; prepare for onsite meetings; may deliver itineraries to hotels, etc.
- Maintain accurate statistics and data entry (Raiser's Edge); assist with data for annual grants and reports.
- Organize annual procurement process and selection of program vendors as required for federal grants.
- Coordinate social opportunities to engage Minnesotans with international visitors virtually or via in-home dinner hospitality.
- Train and help coordinate interns and volunteers.
- Write stories about the program for use in organizational communications and on social media.
- Assist with special receptions, events and other opportunities for Exchange Program participants.
- Participate in staff meetings, events, board functions, fundraisers, as requested to ensure understanding and support for the organization.
- Prepare invoices, assist with budgeting and financial records.
- Assist with urgent issues and concerns afterhours, including nights, weekends, and holidays; may be "on call" for exchange participants in Minnesota.
- Assist with other programs and duties as directed by supervisor.

Employment and Benefit Information: This position is a full-time, nonexempt (hourly) employee working 40 hours/week. If preferred by the candidate, there is flexibility to work between 32-40 hours per week. Initially, work can be done mainly at home, in-office or hybrid. A more regular hybrid schedule may be requested in spring 2022. Laptop, extra monitor, keyboard, etc. provided. Hours would generally be scheduled between 8:00 am and 6:00 pm, Monday-Friday, with some flexibility needed for early morning or later evening meetings or events up to 6 times per month. Weekend hours are needed occasionally with advanced notice.

Hourly rate based on relevant experience (\$15 - \$18/hour). Global Minnesota offers a full compensation package with hourly wage, paid vacation, paid holidays, paid sick leave, health insurance, dental insurance, long-term disability insurance, parking, opportunities for professional development, employer contribution to a retirement fund, and optional pre-tax employee contribution to a retirement fund. Our team regularly has opportunities to learn from global and business leaders.

Confidential Application Process: Send a resume and cover letter/letter of interest to Paula Fagbule, Administrative Coordinator, at info@globalminnesota.org. Applications will be reviewed as received.