project-manager\_dmv\_2024-07-11\_page4

<div id="viewJobSSRRoot"><div id="mosaic-aboveViewjobNav" class="mosaic mosaic-empty-zone"></div><div class="fastviewjob jobsearch-ViewJobLayout--standalone css-r07ztj eu4oa1w0 hydrated" role="main"><div class="css-amnpyw e37uo190"></div><div class="css-8ua0kf eu4oa1w0"><div class="css-1xwak0u eu4oa1w0"><div class="css-jr3hje eu4oa1w0"><form action="/jobs" method="get" class="css-z48huh e37uo190"><span class=" css-1fr7b65 e6fjgti1"><label id="text-input-what-label" for="text-input-what" aria-hidden="true" class=" css-1ndt6qv eu4oa1w0">What</label><input aria-invalid="false" id="text-input-what" aria-label="what: job title, keywords, or company" type="text" name="q" autocomplete="off" placeholder="Job title, keywords, or company" class="css-33odco e1jgz0i3" value=""></span><span class=" css-1lglf0j e6fjgti1"><label id="text-input-where-label" for="text-input-where" aria-hidden="true" class=" css-1ndt6qv eu4oa1w0">Where</label><input aria-invalid="false" id="text-input-where" aria-label="where: city, state, or zip code" type="text" name="l" autocomplete="off" placeholder="City, state, zip code, or &quot;remote&quot;" class="css-byulhf e1jgz0i3" value="washington, dc"></span><button type="submit" class="css-au3piq e8ju0x51">Find Jobs</button></form></div></div><div id="jobsearch-ViewJobLayout-rowSpacingLine" class="css-1w4b90s eu4oa1w0"></div></div><div class="css-1quav7f eu4oa1w0"><div class="css-a8ixh3 eu4oa1w0"><div class="css-52a5z7 eu4oa1w0"><div class="jobsearch-JobComponent css-u4y1in eu4oa1w0"><div class="jobsearch-DesktopStickyContainerTrigger css-s3qg96 eu4oa1w0"></div><div class="jobsearch-InfoHeaderContainer jobsearch-DesktopStickyContainer css-zt53js eu4oa1w0"><div><div class="jobsearch-JobInfoHeader-title-container css-bbq8li eu4oa1w0"><h1 class="jobsearch-JobInfoHeader-title css-1b4cr5z e1tiznh50" lang="en" dir="ltr" data-testid="jobsearch-JobInfoHeader-title"><span>Project Coordinator, IVLP (Hybrid)</span></h1></div><div data-testid="jobsearch-CompanyInfoContainer" class="css-1moflg3 eu4oa1w0"><div class="css-qfj5n1 eu4oa1w0"><div><div class="css-39gvaf eu4oa1w0"><div class="css-1h46us2 eu4oa1w0"><div data-company-name="true" data-testid="inlineHeader-companyName" elementtiming="significant-render" class="css-hon9z8 eu4oa1w0"><span class="css-1saizt3 e1wnkr790"><a href="https://www.indeed.com/cmp/Iie-Organization?campaignid=mobvjcmp&amp;from=mobviewjob&amp;tk=1i2hrndnn2gau000&amp;fromjk=e51c4726476a574a" target="\_blank" aria-label="IIE Organization (opens in a new tab)" class="css-1ioi40n e19afand0">IIE Organization<svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class=" css-r5jz5s eac13zx0"><path d="M14.504 3a.5.5 0 00-.5.5v1a.5.5 0 00.5.5h3.085l-9.594 9.594a.5.5 0 000 .707l.707.708a.5.5 0 00.707 0l9.594-9.595V9.5a.5.5 0 00.5.5h1a.5.5 0 00.5-.5v-6a.5.5 0 00-.5-.5h-6z"></path><path d="M5 3.002a2 2 0 00-2 2v13.996a2 2 0 001.996 2.004h14a2 2 0 002-2v-6.5a.5.5 0 00-.5-.5h-1a.5.5 0 00-.5.5v6.5L5 18.998V5.002L11.5 5a.495.495 0 00.496-.498v-1a.5.5 0 00-.5-.5H5z"></path></svg></a></span></div><div class="css-1unnuiz e37uo190"><span class="css-ppxtlp e1wnkr790">3.8<span class="css-1b6omqv esbq1260"> out of 5</span></span><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 20 20" aria-hidden="true" class="css-auiixa eac13zx0"><path d="M10 15.48l5.01 3.024a.485.485 0 00.724-.525l-1.33-5.7 4.428-3.836a.485.485 0 00-.277-.85l-5.83-.495-2.278-5.378a.485.485 0 00-.894 0L7.274 7.098l-5.83.495a.485.485 0 00-.276.85l4.428 3.835-1.33 5.7a.485.485 0 00.723.526L10 15.48z"></path></svg></div></div><div data-testid="inlineHeader-companyLocation" class="css-waniwe eu4oa1w0"><div>Washington, DC 20005</div></div><div class="css-17cdm7w eu4oa1w0"></div></div></div></div></div></div><div data-testid="jobsearch-OtherJobDetailsContainer" class="css-kyg8or eu4oa1w0"><div><div id="salaryInfoAndJobType" class="css-1xkrvql eu4oa1w0"><span class="css-19j1a75 eu4oa1w0">$50,039 - $57,007 a year</span></div></div><div class="jobsearch-CompanyReview css-1fa12x6 eu4oa1w0"><div tabindex="0" role="navigation" class="css-1sj8cni e37uo190"><a href="https://www.indeed.com/cmp/Iie-Organization/reviews?campaignid=mobvjcmp&amp;cmpratingc=mobviewjob&amp;from=mobviewjob&amp;tk=1i2hrndnn2gau000&amp;fromjk=e51c4726476a574a&amp;jt=Project+Coordinator%2C+IVLP+%28Hybrid%29" class="css-btm7l eu4oa1w0"><h2 class="jobsearch-CompanyReview--heading css-1m3ntr8 e1tiznh50">IIE Organization</h2><div class="css-r12c9e e37uo190"><div role="img" aria-label="3.8 out of 5 stars" class="css-7cbdkx e1wrtnu61"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class="css-1xqhio eac13zx0"><path d="M12 18.698l6.125 3.696a.593.593 0 00.883-.642l-1.625-6.967 5.412-4.688a.593.593 0 00-.339-1.04l-7.124-.604-2.786-6.573a.593.593 0 00-1.092 0L8.668 8.453l-7.124.605a.593.593 0 00-.339 1.039l5.412 4.688-1.625 6.967c-.12.51.435.913.884.642L12 18.698z"></path></svg><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class="css-1xqhio eac13zx0"><path d="M12 18.698l6.125 3.696a.593.593 0 00.883-.642l-1.625-6.967 5.412-4.688a.593.593 0 00-.339-1.04l-7.124-.604-2.786-6.573a.593.593 0 00-1.092 0L8.668 8.453l-7.124.605a.593.593 0 00-.339 1.039l5.412 4.688-1.625 6.967c-.12.51.435.913.884.642L12 18.698z"></path></svg><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class="css-1xqhio eac13zx0"><path d="M12 18.698l6.125 3.696a.593.593 0 00.883-.642l-1.625-6.967 5.412-4.688a.593.593 0 00-.339-1.04l-7.124-.604-2.786-6.573a.593.593 0 00-1.092 0L8.668 8.453l-7.124.605a.593.593 0 00-.339 1.039l5.412 4.688-1.625 6.967c-.12.51.435.913.884.642L12 18.698z"></path></svg><div aria-hidden="true" class="css-1qck6b8 e1wrtnu60"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" class="css-1xqhio eac13zx0"><path fill-rule="evenodd" d="M12 16.249l4.157 2.51-1.103-4.73 3.675-3.184-4.834-.41L12 5.965l-1.895 4.47-4.834.41 3.675 3.184-1.103 4.73L12 16.248zm-6.124 6.145a.593.593 0 01-.884-.642l1.625-6.967-5.412-4.688a.593.593 0 01.339-1.04l7.124-.604 2.786-6.573a.593.593 0 011.092 0l2.786 6.573 7.124.605a.593.593 0 01.338 1.039l-5.411 4.688 1.625 6.967a.593.593 0 01-.883.642L12 18.698l-6.124 3.696z" clip-rule="evenodd"></path></svg><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24"><defs><linearGradient id="ifl-StarRating-fill-undefined" x1="0" x2="100%" y1="0" y2="0"><stop offset="67%" stop-color="currentColor"></stop><stop offset="67%" stop-color="transparent"></stop></linearGradient></defs><path fill="url(#ifl-StarRating-fill-undefined)" d="M12 18.698l6.125 3.696a.593.593 0 00.883-.642l-1.625-6.967 5.412-4.688a.593.593 0 00-.339-1.04l-7.124-.604-2.786-6.573a.593.593 0 00-1.092 0L8.668 8.453l-7.124.605a.593.593 0 00-.339 1.039l5.412 4.688-1.625 6.967c-.12.51.435.913.884.642L12 18.698z"></path></svg></div><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class="css-1xqhio eac13zx0"><path fill-rule="evenodd" d="M12 16.249l4.157 2.51-1.103-4.73 3.675-3.184-4.834-.41L12 5.965l-1.895 4.47-4.834.41 3.675 3.184-1.103 4.73L12 16.248zm-6.124 6.145a.593.593 0 01-.884-.642l1.625-6.967-5.412-4.688a.593.593 0 01.339-1.04l7.124-.604 2.786-6.573a.593.593 0 011.092 0l2.786 6.573 7.124.605a.593.593 0 01.338 1.039l-5.411 4.688 1.625 6.967a.593.593 0 01-.883.642L12 18.698l-6.124 3.696z" clip-rule="evenodd"></path></svg></div><span class="css-1cxc9zk e1wnkr790">4 reviews</span></div><span class="css-fjn6ae e1wnkr790">Read what people are saying about working here.</span></a><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 20 20" class="css-1nhvvuv eac13zx0"><path d="M8.41 5.404a.5.5 0 00-.708 0l-.353.353a.5.5 0 000 .707L10.884 10 7.35 13.536a.5.5 0 000 .707l.353.353a.5.5 0 00.707 0l4.243-4.242a.5.5 0 000-.708L8.409 5.404z"></path></svg></div></div></div><div class="css-gjyqp7 eu4oa1w0"><div class="css-7hagea eu4oa1w0"></div></div><div class="css-1scistc e37uo190"><div class="jobsearch-StickyContainerDivider-line css-8q3sg6 eu4oa1w0"></div></div><div class=" css-kyg8or eu4oa1w0"></div></div><div class=" css-1omm75o eu4oa1w0" tabindex="0"><div class="jobsearch-BodyContainer css-kyg8or eu4oa1w0"><div></div><div class="jobsearch-JobComponent-description css-10ybyod eu4oa1w0"><div id="mosaic-vjBelowViewJobHeader" class="mosaic mosaic-empty-zone"></div><div id="mosaic-vjProfileInsights" class="mosaic-zone" data-testid="vjProfileInsights-test"><div id="js-match-insights-provider" class="mosaic js-match-insights-provider mosaic-provider-hydrated"><div class="css-kyg8or eu4oa1w0"><div class="js-match-insights-provider-kyg8or eu4oa1w0"><div class="js-match-insights-provider-xu0md5 eu4oa1w0"><div class="js-match-insights-provider-36vfsm eu4oa1w0"><div class="js-match-insights-provider-1eobdek eu4oa1w0"><h2 class="js-match-insights-provider-14dlqhn e1tiznh50">Profile insights</h2><span class="js-match-insights-provider-g3j9ld e1wnkr790"><span>Here’s how the job qualifications align with your <a href="https://profile.indeed.com/" aria-label="profile (opens in a new window)" target="\_blank" rel="noopener" class="js-match-insights-provider-1cr09u7 e19afand0">profile<svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" class=" js-match-insights-provider-r5jz5s eac13zx0"><path d="M14.504 3a.5.5 0 00-.5.5v1a.5.5 0 00.5.5h3.085l-9.594 9.594a.5.5 0 000 .707l.707.708a.5.5 0 00.707 0l9.594-9.595V9.5a.5.5 0 00.5.5h1a.5.5 0 00.5-.5v-6a.5.5 0 00-.5-.5h-6z"></path><path d="M5 3.002a2 2 0 00-2 2v13.996a2 2 0 001.996 2.004h14a2 2 0 002-2v-6.5a.5.5 0 00-.5-.5h-1a.5.5 0 00-.5.5v6.5L5 18.998V5.002L11.5 5a.495.495 0 00.496-.498v-1a.5.5 0 00-.5-.5H5z"></path></svg></a>.</span></span></div><div class="js-match-insights-provider-h05mm8 e37uo190"><div role="group" tabindex="0" aria-label="Skills" class="js-match-insights-provider-16m282m e37uo190"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 20 20" data-testid="section-icon" aria-hidden="true" class="js-match-insights-provider-1pdva1a eac13zx0"><path d="M9.75 1a.5.5 0 00-.5.5v2a.5.5 0 00.5.5h.5a.5.5 0 00.5-.5v-2a.5.5 0 00-.5-.5h-.5zM16 10.25a.5.5 0 00.5.5h2a.5.5 0 00.5-.5v-.5a.5.5 0 00-.5-.5h-2a.5.5 0 00-.5.5v.5zm-14.5.5a.5.5 0 01-.5-.5v-.5a.5.5 0 01.5-.5h2a.5.5 0 01.5.5v.5a.5.5 0 01-.5.5h-2zm2.379-6.518a.5.5 0 000 .707l.707.707a.5.5 0 00.707 0l.354-.353a.5.5 0 000-.707l-.707-.707a.5.5 0 00-.708 0l-.353.353zm12.242.708a.5.5 0 000-.708l-.353-.353a.5.5 0 00-.708 0l-.707.707a.5.5 0 000 .707l.354.353a.5.5 0 00.707 0l.707-.707zM7.5 16v1.5a.5.5 0 00.5.5h4a.5.5 0 00.5-.5V16h-5zm5-2.877a4 4 0 10-5 0V14.5h5v-1.377z"></path></svg><div class="js-match-insights-provider-e6s05i eu4oa1w0"><h3 class="js-match-insights-provider-11n8e9a e1tiznh50">Skills</h3><div class="js-match-insights-provider-kyg8or eu4oa1w0"><ul class="js-match-insights-provider-h884c4 eu4oa1w0"><li data-testid="list-item" class="js-match-insights-provider-1sqoe60 eu4oa1w0"><button data-testid="Accounting-tile" aria-label="Skills Accounting missing qualification" class="js-match-insights-provider-13z8r1w e1xnxm2i0"><div class="js-match-insights-provider-g6kqeb ecydgvn0"><div class="js-match-insights-provider-tvvxwd ecydgvn1">Accounting</div><div class="js-match-insights-provider-tvvxwd ecydgvn1"></div><div class="js-match-insights-provider-tvvxwd ecydgvn1"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 18 18" aria-live="polite" aria-label="missing qualification" aria-hidden="false" class="js-match-insights-provider-f0fy6x eac13zx0"><path d="M5.113 7.693a.5.5 0 010-.707l.212-.213a.5.5 0 01.707 0L9 9.741l2.969-2.968a.5.5 0 01.707 0l.212.213a.5.5 0 010 .707l-3.313 3.312a.387.387 0 01-.009.01l-.212.211a.5.5 0 01-.707 0l-.212-.212-.007-.006-3.315-3.315z"></path></svg></div></div></button></li></ul></div><fieldset class="js-match-insights-provider-1umaq0k e37uo190"><legend class="js-match-insights-provider-14msz00 e1wnkr790"><div class="js-match-insights-provider-kyg8or eu4oa1w0">Do you have experience in <b>Accounting</b>?</div></legend><div class="js-match-insights-provider-1lps5p3 e37uo190"><button data-testid="Do you have experience in [Accounting|attribute]?-yes" class="js-match-insights-provider-s1k8bj e8ju0x51"><span>Yes</span></button><button data-testid="Do you have experience in [Accounting|attribute]?-no" class="js-match-insights-provider-1b1q3os e8ju0x51"><span>No</span></button><button data-testid="Do you have experience in [Accounting|attribute]?-skip" class="js-match-insights-provider-1ocbp6o e8ju0x51"><span>Skip</span></button></div></fieldset></div></div><div role="group" tabindex="0" aria-label="Education" class="js-match-insights-provider-16m282m e37uo190"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 20 20" data-testid="section-icon" aria-hidden="true" class="js-match-insights-provider-1pdva1a eac13zx0"><path fill-rule="evenodd" d="M2.107 5.385A.423.423 0 002 5.676v9.59c0 .481.749.805 1.17.573.649-.355 1.58-.675 2.83-.675 1.552 0 2.613.494 3.25.935V4.837C8.613 4.396 7.552 3.9 6 3.9c-2.321 0-3.543 1.106-3.893 1.484zm8.643-.548v11.262c.637-.44 1.697-.935 3.25-.935 1.25 0 2.181.32 2.83.675.421.232 1.17-.092 1.17-.573v-9.59a.423.423 0 00-.107-.29C17.543 5.006 16.32 3.9 14 3.9c-1.553 0-2.613.495-3.25.936z" clip-rule="evenodd"></path></svg><div class="js-match-insights-provider-e6s05i eu4oa1w0"><h3 class="js-match-insights-provider-11n8e9a e1tiznh50">Education</h3><div class="js-match-insights-provider-kyg8or eu4oa1w0"><ul class="js-match-insights-provider-h884c4 eu4oa1w0"><li data-testid="list-item" class="js-match-insights-provider-1sqoe60 eu4oa1w0"><button data-testid="Associate's degree-tile" aria-label="Education Associate's degree missing qualification" class="js-match-insights-provider-13z8r1w e1xnxm2i0"><div class="js-match-insights-provider-g6kqeb ecydgvn0"><div class="js-match-insights-provider-tvvxwd ecydgvn1">Associate's degree</div><div class="js-match-insights-provider-tvvxwd ecydgvn1"></div><div class="js-match-insights-provider-tvvxwd ecydgvn1"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 18 18" aria-live="polite" aria-label="missing qualification" aria-hidden="false" class="js-match-insights-provider-f0fy6x eac13zx0"><path d="M5.113 7.693a.5.5 0 010-.707l.212-.213a.5.5 0 01.707 0L9 9.741l2.969-2.968a.5.5 0 01.707 0l.212.213a.5.5 0 010 .707l-3.313 3.312a.387.387 0 01-.009.01l-.212.211a.5.5 0 01-.707 0l-.212-.212-.007-.006-3.315-3.315z"></path></svg></div></div></button></li></ul></div><fieldset class="js-match-insights-provider-1umaq0k e37uo190"><legend class="js-match-insights-provider-14msz00 e1wnkr790"><div class="js-match-insights-provider-kyg8or eu4oa1w0">Do you have a <b>Associate's degree</b>?</div></legend><div class="js-match-insights-provider-1lps5p3 e37uo190"><button data-testid="Do you have a [Associate's degree|attribute]?-yes" class="js-match-insights-provider-s1k8bj e8ju0x51"><span>Yes</span></button><button data-testid="Do you have a [Associate's degree|attribute]?-no" class="js-match-insights-provider-1b1q3os e8ju0x51"><span>No</span></button><button data-testid="Do you have a [Associate's degree|attribute]?-skip" class="js-match-insights-provider-1ocbp6o e8ju0x51"><span>Skip</span></button></div></fieldset></div></div></div></div><div role="separator" aria-orientation="horizontal" class="js-match-insights-provider-1lugej0 e15p7aqh1"><span class="js-match-insights-provider-1b6omqv esbq1260"><span>&amp;nbsp;</span></span></div></div></div></div></div></div><div id="mosaic-belowVjProfileInsights" class="mosaic mosaic-empty-zone"></div><div id="mosaic-vjJobDetails" class="mosaic-zone" data-testid="vjJobDetails-test"><div id="js-match-insights-provider-job-details" class="mosaic js-match-insights-provider-job-details mosaic-provider-hydrated"><div class="css-kyg8or eu4oa1w0"></div></div></div><div id="mosaic-aboveFullJobDescription" class="mosaic mosaic-empty-zone"></div><div id="mosaic-aboveExtractedJobDescription" class="mosaic mosaic-empty-zone"></div><div id="jobLocationSectionWrapper" class="css-1iyxsfc eu4oa1w0"><h2 id="jobLocationSectionTitle" class="css-1yytfzy e1tiznh50">Location</h2><div id="jobLocationWrapper" class="css-1u9px01 e37uo190"><svg xmlns="http://www.w3.org/2000/svg" focusable="false" role="img" fill="currentColor" viewBox="0 0 24 24" aria-hidden="true" id="jobLocationIcon" class="css-r72e78 eac13zx0"><path d="M12 2C8.13 2 5 5.13 5 9c0 4.523 5.195 11.093 6.634 12.826a.47.47 0 00.732 0C13.805 20.093 19 13.523 19 9c0-3.87-3.13-7-7-7zm0 9.5a2.5 2.5 0 010-5 2.5 2.5 0 010 5z"></path></svg><div id="jobLocationText" class="css-1tlxeot eu4oa1w0"><div data-testid="jobsearch-JobInfoHeader-companyLocation" class="css-45str8 eu4oa1w0"><span>Washington, DC 20005</span></div></div></div><div role="separator" aria-orientation="horizontal" class="css-1shvrmd e15p7aqh1"><span class="css-1b6omqv esbq1260"><span>&amp;nbsp;</span></span></div></div><div id="benefits" data-testid="benefits-test" class="css-eynugf eu4oa1w0"><h2 id="benefitsSectionTitle" class="css-gfuqm7 e1tiznh50">Benefits<div class="css-1opnqdm e1wnkr790">Pulled from the full job description</div></h2><div class="css-1oelwk6 eu4oa1w0"><div class="css-k3ey05 eu4oa1w0"><span class="css-c62ar3 e1wnkr790"><ul class="css-8tnble eu4oa1w0"><li class="css-kyg8or eu4oa1w0">Dental insurance</li><li class="css-kyg8or eu4oa1w0">Health insurance</li><li class="css-kyg8or eu4oa1w0">Paid time off</li><li class="css-kyg8or eu4oa1w0">Professional development assistance</li><li class="css-kyg8or eu4oa1w0">Retirement plan</li><li class="css-kyg8or eu4oa1w0">Tuition reimbursement</li><li class="css-kyg8or eu4oa1w0">Vision insurance</li></ul></span></div></div><div role="separator" aria-orientation="horizontal" class="css-12n77mq e15p7aqh1"><span class="css-1b6omqv esbq1260"><span>&amp;nbsp;</span></span></div></div><div id="jobDescriptionTitle"><h2 tabindex="-1" id="jobDescriptionTitleHeading" class="css-wpzt8u e1tiznh50">Full job description</h2></div><div id="jobDescriptionText" class="jobsearch-JobComponent-description css-16y4thd eu4oa1w0"><div>

Job Description:

<p><br> The Institute of International Education (IIE) is hiring a Project Coordinator for our International Visitor Leadership Program. We invite you to join a team united by a single goal: to transform our interconnected world into a network of more peaceful and equitable societies. IIE’s team members share a belief that when education transcends borders, it opens minds, enabling people to go beyond building connections to solving problems together.</p>

<p>Learn more about IIE, our culture and commitment to DEIA here.</p>

<p>If you are a job seeker in need of an accommodation to navigate our careers site or apply for one of our jobs, please click here to learn more.</p>

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<p><br> Job Summary</p>

<p>This position will work with the International Visitor Leadership Program. The International Visitor Leadership Program (IVLP) is the U.S. Department of State’s premier professional exchange program. Through short-term visits to the United States, current and emerging foreign leaders in a variety of fields experience this country firsthand and cultivate lasting relationships with their American counterparts. Professional meetings reflect the participants’ professional interests and support foreign policy goals of the United States. IIE is one of eight national program agencies (NPAs) that administer IVLP under a cooperative agreement with the Department of State.<br> </p>

<p>The Coordinator, International Visitor Leadership Program (IVLP) provides financial, logistical, and administrative support to IVLP teams in adherence with all sponsor, local government, and IIE guidelines. The Coordinator, IVLP develops project budgets, makes travel and other logistical and administrative arrangements, processes payments, reconciles budgets, and communicates extensively with various internal and external stakeholders. Using sponsor databases and IIE financial systems, the Coordinator provides financial and logistical support for all types of projects. The Coordinator gives administrative presentations to groups of international visitors, prepares monthly program deliverables, and supports other administrative activities as needed.</p>

<p><b>This role currently has funding for approximately 12-15 months.</b></p>

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Essential Functions:

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<li>Prepares financial and program documents using IIE and sponsor databases. Maintains participant and financial data in databases and spreadsheets. May Support other teams during peak times or as needed.</li>

<li>Coordinates with internal teams to arrange participants’ travel, per diem, project opening lunches at restaurants and tickets to cultural events.</li>

<li>Coordinates with internal teams and hotels, restaurants, ground transportation, and other vendors as necessary for rates, reservations, event management, and accurate and timely invoice processing.</li>

<li>Makes formal presentations to IVLP participants on financial, logistical, and administrative aspects of the project; prepares and distributes prepaid cards and medical coverage documents; and ensures compliance with program requirements.</li>

<li>Communicates program policies and procedures via e-mail, telephone, and in person to internal and external stakeholders.</li>

<li>Troubleshoots participant and project issues related to logistics, finance, travel, and medical emergencies.</li>

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Education and Work Experience:

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<li>Requires an Associate's degree and at least two years of related work experience, or combination education and experience.</li>

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Required Knowledge, Skills and Abilities:

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<li>Good organization skills with high attention to detail.</li>

<li>Ability to work on and prioritize multiple tasks.</li>

<li>Ability to work well under pressure and meet deadlines.</li>

<li>Good written and verbal communication skills.</li>

<li>Intermediate knowledge of Microsoft Office Suites.</li>

<li>Basic understanding and interest in finance and accounting principles and logistical coordination.</li>

<li>Ability to interact with all levels of staff and external contacts; sensitive to cultural differences when working with people from other cultures.</li>

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<p>Salary Range:$50,039 - $57,007 A candidate’s salary is determined by various factors including, but not limited to, relevant work experience, job-related knowledge, skills, abilities, internal organizational equity, and geographic region.</p>

<p>IIE offers a robust suite of benefits to team members including medical, dental, and vision plans, paid time off and holidays, student loan and tuition reimbursement programs, professional development reimbursement program, retirement plans and a family medical leave benefits. Please visit our careers page for further details.</p>

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-------------------- Total Jobs Done: 225

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-------------------- Total Jobs Done: 226

<script data-src="SharedDepsShim.js">

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-------------------- Total Jobs Done: 227

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-------------------- Total Jobs Done: 228