



## The International Center

**Job Title: Manager of The International Visitor Leadership Program**

**Department: Programs and Services**

**Reports To: Chief of Protocol**

**FLSA Status: Exempt**

**Date: August 2022**

### **I. JOB SUMMARY:**

For nearly half a century, The International Center has served as a guide to the world's cultural landscape and a catalyst for the state's international growth. Working in collaboration with businesses, organizations, government agencies, educational institutions and civic leaders, The Center works to support and expand Indiana's global profile through a variety of programs and services, and through convening diverse interests who share common international goals.

The Programs & Services Department serves clients, partners, and grant-making organizations in their international programming needs. Successful team members within the Programs & Services Department are great communicators, organized project managers, and confident working with a diverse range of audiences. Team members may work together or independently on projects and bring a variety of skills and abilities to our work.

The Manager of The International Visitor Leadership Program will have account responsibility for the U.S. Department of State's International Visitor Leadership Program along with support of the Programs & Services Department including the Office of Protocol and the James T. Morris Global Leadership Series. This position may provide strategic support or management of our fee-for-service clients or exchange programs, virtual programming, public-facing events and programs, and other activities as assigned. At this time, the role will typically oversee one to two interns per semester. As the volume of business and assignments grows and retracts, staffing on the team may also grow and retract, and tasks and responsibilities can be delegated up and down within the team.

We are hopeful the employee will grow with us, and the role will turn into a director position. This role is 90% in-office based with 10% community and delegation focused.

### **II. HOURS:**

- Salaried full-time; benefits; generous PTO policy; downtown office location; parking stipend. There will be occasional need for flexible scheduling due to evening/weekend IVLP groups or INTLCTR commitments.



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### III. ESSENTIAL FUNCTIONS:

1. Serve as the Manager of the U.S. State Department's International Visitor Leadership Program (IVLP) Account with responsibility for:
  - i. Program research and project proposals
  - ii. Management of professional resources and volunteers
  - iii. Logistics, lodging, and transportation arrangements
  - iv. Agendas, itineraries, and document production
2. Support the James T. Morris Global Leadership Series with responsibility for:
  - i. Agenda and production schedule development in partnership with the facilitator
  - ii. Cohort recruitment, selection, and management
  - iii. Speaker recruitment and management
  - iv. Logistics management
  - v. Document production including slide decks, letters, and email communications
3. Programs & Services Department Support
  - i. Contribute to department-wide and organization-wide strategic initiatives and support efforts to enhance sustainability of programs and services.
  - ii. Work in collaboration with department colleagues to assist in the planning, development, and implementation of fee-for-service exchange programs, protocol services, event support, or training for clients.
  - iii. Maintain timely communications with colleagues and clients through email, phone, Teams, Outlook calendars, and other technology used by the team.
  - iv. Comply with all contracts, grants, sponsor requirements, organization and department reporting requirements, and all INTLCTR policies and procedures, including organizational and client confidentiality.
  - v. Develop and maintain positive, professional relationships with all relevant stakeholders, including: INTLCTR Board, clients, funders, and volunteers; National Programming Agencies; Global Ties US; U.S. Department of State; program liaisons, interpreters, and participants.
  - vi. Represent The International Center at local and national networking events. This may include domestic travel 1-2



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- times per year.
- vii. Other duties as assigned.

### **IV. EDUCATION AND/OR EXPERIENCE:**

Bachelor's degree (B.A./B.S.) from a four-year college or university and professional experience/studies in international program management or a related field.

### **V. OTHER SKILLS, EXPERIENCES, AND ATTRIBUTES:**

1. Excellent organizational skills, including the ability to oversee multiple projects at the same time, prioritize, and efficiently make decisions.
2. Proficiency in Microsoft Office products including Word, Excel, Outlook, Teams, PowerPoint, and the cloud-based One-Drive file sharing system.
3. Ability to work and learn independently and in collaboration with colleagues.
4. Experience living or working in another culture and an ability to work with others who may be different than you.
5. Experience developing positive, professional relationships with high-level stakeholders.
6. Experience handling difficult or stressful situations with professional composure.
7. Familiarity or experience with grant writing and/or administration.
8. Basic understanding of financial administrative practices and the ability to manage a budget.
9. Foreign language skills preferred.
10. Experience with online portals/databases preferred.

### **VI. LANGUAGE SKILLS:**

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents in English. Ability to write reports, business correspondence, and procedure manuals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

### **VII. MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.



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### **VIII. REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **IX. CERTIFICATES, LICENSES, REGISTRATIONS:**

Professional development opportunities are available to staff.

### **X. PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk or hear, sit, and use their hands to finger, handle or feel. Occasionally, the employee will need to stand or walk, stoop, kneel, and reach with hands and arms. The employee will rarely need to climb or balance. Physical demands such as crouching, and crawling are limited. The employee will rarely need to taste or smell. The employee will occasionally lift to 25 pounds and will frequently need to lift to 10 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and to perform normal office computer work.

### **XI. WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to be exposed to an indoor office environment, therefore, there are rarely to never any times that the employee would be exposed to any extreme or outdoor weather conditions, or extreme conditions such as humidity, cold or heat not associated with the weather, working in high places, or be exposed to fumes or airborne particles, explosives, radiation, vibration or toxic or caustic chemicals. There may rarely be a risk of electrical shock when dealing with office equipment cords, etc.

The noise level in the work environment is usually one of moderate levels

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such as those in an office setting.

We are currently working in a hybrid environment, with the ability to work remotely one day per week.