



EXPERIENCE INTERNATIONAL
PO Box 680 * Everson, WA 98247 * USA
Tel: 360-966-3876 Fax: 360-966-4131
Email: ei@expint.org * Web : www.expint.org

PROGRAM ASSISTANT
INTERNATIONAL TRAINING PROGRAMS
J-1 Exchange Visitor – Trainee Program

Position Announcement - Immediate Opening

A challenging, highly rewarding, ¾ time position is available with Experience International, a non-profit educational organization based in Everson, Washington. Designated by the US State Department as a J-1 Exchange Visitor-Trainee Program, Experience International brings qualified foreign nationals to the NW Region of the United States for up to 18 months of practical training & work-experience in the fields of agriculture, forestry, fisheries, and natural resource management and conservation.

Responsibilities:

1. Assist the Program Manager to facilitate, monitor, and evaluate training placements.
2. Coordinate with Program Manager marketing strategies and promotional & program materials.
3. Facilitate and maintain local, regional, and international contacts.
4. Help to screen and select trainee applicants, set up internships with businesses and public agencies, establish training plans, monitor & evaluate program participants and training sites.
5. Assist with orientations, program retreats, and site visits (travel required)
6. Update and develop new program materials & newsletters.
7. Help expand a training program abroad for US students and professionals.
8. Assist the Director, as time allows, with professional study tours.

Qualifications:

1. Post-secondary degree with a minimum of one year relevant work experience.
2. Excellent oral and written communication skills.
3. Documented ability to learn on the job, multi-task, prioritize and work in a team setting.
4. Competency with MS Office: Word, Excel, Access, Publisher and Power Point.
5. Desired: international work experience and background in agriculture, forestry or natural resources.

Other:

- General Program Information: www.expint.org
- Rural Office Location: 20 min drive from Bellingham; 10 min E of Everson; spectacular views!

Application:

- Application Deadline: Open until filled.
- Please *email cover letter, resume, salary requirements, and references* to Director ei@expint.org. *No phone calls or faxes.*
- EI has a multi-step interview process. Those candidates selected for the final interview will also be given problem solving exercises (verbal and written) and writing and computer competency tests. Background check may be required for all final interview candidates.