Local Coordinator Position

InterExchange Au Pair USA is looking for a professional and dynamic self-starter to oversee our Eastside Seattle Au Pair group. While upholding Department of State guidelines, this individual will help promote a cultural exchange program that provides a unique solution for families seeking affordable and flexible childcare. This is a rewarding opportunity to work with a group of lively international au pairs and American host families. The right candidate will work from home, part-time (5-10 hours per week), with the opportunity for growth.

Job responsibilities include:

• Providing support and guidance to host families and au pairs in your area
• In-home screenings and meetings with host families and au pairs
• Organizing monthly cultural events for the au pairs
• Working to develop a larger client base through community outreach and local marketing initiatives
• Ensuring that program participants are following U.S. Department of State regulations

Candidate profile:

• Well-versed in the child care needs and solutions of busy working families
• Flexible, adaptable and reliable
• Creative, energetic and results-driven
• Superb interpersonal and communication skills
• Strong networking skills
• Detail-oriented with excellent follow-through
• Comfortable speaking in front of groups
• People person with an excellent judge of character
• Willing and able to provide temporary housing for au pairs when needed
• Able to provide references and submit to a background check
• Legal to work in the US
• Valid drivers license and ability to drive up to 1 hour from home and back on a regular basis
• Able to travel to domestic trainings and conferences two times per year

Experience Preferred:

• Promoting and/or involvement with cultural exchange programs
• Sales and marketing
• Counseling, mediation and conflict resolution
• Work with young adults of varied cultural backgrounds
• Work with diverse populations and personalities
• Grassroots sales and community marketing
• Travelling/living abroad
• College graduate
• Up-to-date computer skills

Qualified candidates who are interested in working from home, part-time should send a cover letter and resume to FieldRelations@interexchange.org. Please indicate "Eastside Seattle Local Coordinator" in your subject line. Only serious candidates should apply.

Organization Profile:

InterExchange is a private, non-profit organization with more than 40 years of experience in international cultural exchange. We are dedicated to promoting international understanding through development and implementation of affordable intercultural and life experiential work/training opportunities. By participating in our programs both in the US and abroad, tens of thousands of young people have gained insight into other cultures. InterExchange is designated by the US government to sponsor several J-1 visa exchange programs including Au Pair USA, Work & Travel USA, Camp USA and Career Training USA. Program participants are placed in the US and abroad by InterExchange in cooperation with foreign partner organizations and government agencies. Additionally, we offer Work Abroad opportunities for Americans seeking similar experience overseas.

For more information visit our website at

http://www.interexchange.org/lc-recruitment