

International Exchange Program Director

Utah Global Diplomacy is seeking a globally-minded and highly organized International Exchange Program Director to lead the curation, implementation, and evaluation of international exchange programs that bring foreign dignitaries and delegations to Utah. These delegations range from high-level government officials and business leaders to civil society change makers and high school students.

The Director is responsible for designing and executing culturally relevant, strategically aligned programs that promote mutual understanding and strengthen international relationships. The Director will oversee all aspects of program development—from proposal writing, itinerary design, logistical coordination, host family recruitment, stakeholder engagement, budget management, data entry, and post-program reporting. This includes building and maintaining strong partnerships with government agencies, businesses, educational institutions, and community organizations.

The Director will be responsible to ensure seamless delegation experiences and represent the organization with professionalism and diplomatic sensitivity. The ideal candidate is someone who thrives in a fast-paced environment, has a passion for citizen diplomacy and international relations, and can juggle many moving parts with grace, precision, and warmth.

Successful candidates for this position should have a passion global engagement, inspire innovation and creative solutions, be forward thinking in organizational growth, and thrive in an internal work culture that treats employees as humans above all else.

Position Title: International Exchange Program Director
Type of Position: Full-time 40 hours per week
Hours: 8:30 am - 5:00 pm, some evenings and weekends required
Salary: \$50,000 - \$60,000

Benefits:

- 401K with employer match,
- Health Reimbursement Account up to \$400 per month (Utah Global Diplomacy does not offer health insurance, but HRA funds can be applied to non-HSA health expenses),
- Generous Paid Time Off and Holidays,
- Cell phone and internet allowance,
- Mileage reimbursement for work-related travel,
- Conference travel

Program Officer Responsibilities (90% of workload):

- Research and write exchange program grant proposals
- Research and develop new program themes and professional resources for the program
- Maintain and strengthen good working relationships with partnering organizations and Department of State (DOS) staff
- Develop and execute professional and cultural itineraries for exchange programs in all fields of expertise including but not limited to professionals, cultural, sports, government-to-government, etc
- Recruit, secure, and vet hosting families or individuals
- Manage hotel and transportation logistics
- Oversee planing, curation, implementation, mangement, and reporting of itineraries for all assigned International Exchange Programs
- Assist other staff, including organizing the occasional IVLP project, with incoming programs
- Meet weekly with the International Exchange Program team to collaborate and coordinate exchange program efforts
- Assist with dinner hosting volunteer arrangements for International Visitors
- Interact positively with community leaders and volunteers while facilitating meetings and appointments
- Maintain professional organizational relationships with professional resources throughout the State, home hosts, gatekeepers, and Utah Global Diplomacy members
- Complete and submit program closure reports promptly
- Maintain Salesforce records and program progress in real time
- Research, seek out, and regularly participate in networking activities including reaching out to new businesses to introduce Utah Global Diplomacy, attending networking events, attending in meetings on behalf of the organization
- Supervise exchange program employees and/or interns/fellows

Additional Responsibilities (10% of workload):

- Assist with other administrative projects as needed
- Represent the organization in a variety of professional settings
- Volunteer for Utah Global Diplomacy signature or tabling events as needed

Position Qualifications:

- Demonstrates a commitment to teamwork
- Impeccable attention to detail



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- Be a visionary and innovative on how to grow the exchange programs and be daring to take the steps needed to do so
- Able to manage people and projects simultaneously while being highly organized
- Have a positive and outgoing attitude
- Self-starter; able to work with little supervision
- Four-year degree in related field or equivalent experience
- Minimum of two years of professional experience in a similar field
- Strong writing/editing and verbal communication skills
- High level of computer proficiency
- Ability to analyze and think critically, resourceful
- Personal integrity and discretion
- Adheres to the highest standards of protocol, business etiquette, and diplomacy in all interactions and communications with constituents
- Access to reliable transportation
- Feel comfortable working with people of all ages, ranging from high school students to professionals

Other requirements:

- Must be comfortable driving a 15-passenger van on the freeway
- A background check may be performed on the chosen candidate
- Occasional domestic and international travel will be required

How To Apply:

READ CAREFULLY BECAUSE ATTENTION TO DETAIL IS PART OF THE JOB REQUIREMENT!

Submit a single file PDF that includes a cover letter explaining why you want to work for Utah Global Diplomacy and what citizen diplomacy means to you and your resume to **Felecia Maxfield-Barrett at fmbarrett@utahglobaldiplomacy.org**.

We are looking to hire quickly and the position will begin immediately.