



Creating pathways to new beginnings.

## **DIRECTOR OF LEARNING EXCHANGE PROGRAMS**

FULL TIME – EXEMPT: 40 Hours per week

### **ABOUT RIAN AND THE LEARNING EXCHANGE PROGRAM**

The Rian Immigrant Center is working towards a society where all are welcomed and valued and enjoy equitable opportunities and protections. We do this by empowering immigrants, refugees and international exchange visitors on the path to opportunity, safety, and a better future. Since 2008, Rian has been a designated sponsor of the J-1 visa Exchange Visitor program. The purpose of this program is to increase mutual understanding between the people of the United States and other countries, including through educational and cultural exchanges. As a J-1 visa sponsor, Rian provides personal and professional development opportunities for current foreign students and recent graduates to be able to live and work in the United States for one year. The participants develop relationships, skills and confidence that helps them move into leadership roles in a broad range of occupational fields in their own societies. Since 2008, the center has assisted more than 3000 participants on the J-1 Visa program.

Due to the pandemic, the Learning Exchange Program has been paused and is now resuming, and the Director of Learning Exchange Programs will be responsible for rebuilding the new support team.

### **SUMMARY**

Rian is seeking a Director of Learning Exchange Programs to lead the program and ensure that more than 500 annual participants have a meaningful and successful experience. The Director will supervise Rian's LEP team of dedicated professionals, and be our primary liaison with the US Department of State ensuring full compliance with the program regulations while providing a caring, safe and supportive experience.

This position would be excellent for someone who is a skilled manager of people, programs and activities - ensuring consistently high standards; takes a helpful, caring and understanding approach to working and communicating with international exchange visitors and U.S. host employers; and enjoys improving work practices, identifying challenges and operating autonomously to solve them.

### **KEY RESPONSIBILITIES**



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The Director of Learning Exchange Programs is responsible for managing the day-to-day operations including:

### **LEADERSHIP AND MANAGEMENT**

- Supervise and support the Manager of Intern Placements and a small team of Program Associates.
- Facilitate and manage weekly team meetings
- Collaborate with the Director of Exchange Visitor Partnerships (located in Ireland)
- Decision-making and communications to the Manager of Intern Placements and Program Associates on daily visa processing issues

### **OPERATIONS**

- Manage the daily operations of the J-1 Visa and J-1 IWT Visa programs to ensure Exchange Visitors are fully supported throughout the application process and their time in the United States
- Model and promote a caring and understanding approach to working with international exchange visitors as they seek paid internship and with U.S. host employers
- Manage LEP communications, including social media, and stories /articles for publication. Regular liaison with the Manager of Communications.

### **PROGRAM AND COMPLIANCE**

- Ownership of all SEVIS forms, data, validations, alerts, reports, and applications
- Ownership of all U.S. State Department applications and compliance
- Manage, and assist with, all the day to day operations of the J-1 IWT Program including email, telephone calls, interview scheduling, carrying out interviews, filing and data entry. Ensure all activities are appropriately processed in a timely manner
- Responsible for database maintenance and accuracy, recording all correspondence with program participants – including Rian's database (Salesforce), SEVIS database, and all individual files
- Manage entire program application process, including determining eligibility and ensuring applications are updated and processed
- Oversee applicants' mandatory training plans to enable them to commence their internship
- Ensure all Exchange Visitors have the required minimum level of health/travel insurance as required by the visa program and for the full duration of their visa program including grace periods
- Prepare J-1 visa application documentation
- Liaise with participants upon arrival in U.S. to ensure compliance with the program rules and regulations



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- Assist with J-1 IWT Intern Placement service as required including communicating with graduates seeking work.
- Prepare regular KPI figures and assist with monthly reports when required
- Manage workflow to ensure there is an efficient and timely process
- Liaise with U.S. State Department when required, follow all State Dept J1 regulations
- Help prepare year-end LEP reports -
- Seek to continuously improve LEP operations

#### **OTHER DUTIES**

- Support the Rian mission and the efforts of other Rian programs
- Manage client communication in a friendly, helpful and professional manner in order to provide a supporting and ongoing relationship in all cases
- Demonstrate a commitment to social justice and equity; actively participate in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies your work.
- Perform other tasks as required by the Executive Director

**Status:** Exempt

**Reports to:** Ronnie Millar, Executive Director

**How to Apply:** Please send a cover letter and resume as a PDF to [career@riancenter.org](mailto:career@riancenter.org) with "Director of Learning Exchange Programs" as the subject line.

Rian Immigrant Center is committed to a policy of providing equal employment opportunities for all and does not discriminate on the basis of race, color, ethnic or national origin, creed or religion, gender identity, sexual orientation, marital status, age, veteran status, or physical or mental disability. We encourage applications from all those interested and qualified.

#### **ABOUT RIAN IMMIGRANT CENTER**

Rian Immigrant Center offers a comprehensive, multi-service approach to supporting families from more than 126 countries. Rian provides the immigration legal, resource and support services, and educational support immigrants need to gain stability, security, and build pathways to success. Rian was founded in 1989 by a group of immigrants, and we have assisted over 40,000 immigrants make successful transitions to new beginnings in New England.



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In addition to our services, rooted in the tradition of welcoming others and social justice, we help newcomers find community, and stand up for immigration policies that are humane and just. We are proud to continue the tradition of welcoming immigrants to this country and working together to create a better future for all. Rian strives to intentionally create an environment for staff, individuals we serve and others, that fosters intercultural belonging, and is anti-racist and equitable. We are committed to valuing and promoting anti-racist ideas and policies.

**Working at Rian:** Our staff of thirty-three; immigration attorneys, social workers, educators, youth workers and others, bring enthusiasm and a commitment to our mission and the work at the Center. We work as one team. Our generous benefits package includes a hybrid work environment with flexible worktime, health benefits, 20 vacation days, 15 holidays, 5 sick days, a 403(b) plan, and occasional off-site community building time together.