



Creating pathways to new beginnings.

PROGRAM ASSOCIATE – LEARNING EXCHANGE PROGRAMS

FULL TIME – EXEMPT: 40 Hours per week

ABOUT THE EXCHANGE VISITOR PROGRAM

Since 2008, the United States Department of State has designated Rian Immigrant Center as a sponsor of the J-1 Irish Work and Travel (J-1 IWT) visa program. The purpose of this program is to assist Irish university students and recent graduates in gaining valuable work experience in productive twelve-month internships, which will help them upon their return to Ireland advance their careers and become future workers, business leaders and entrepreneurs. The program strengthens the US - Irish relationship. Since 2008, the center has assisted over 3000 participants on the J-1 IWT program.

SUMMARY

The Rian Immigrant Center is seeking an organized administrator who can support Irish students and recent graduates who come to the United States for 12-month internships in their field of study. This is a great opportunity for someone who is detail-oriented, takes pride in exactitude, enjoys a consistent structure and works well independently. Our programs focus on offering learning experiences, cultural exchange of ideas, and leadership development. This role is greatly valuable and provides the opportunity to interact with young people and provide them an exchange visitor experience.

The Learning Exchange Program Associate works on the day-to-day activities of Rian's Learning Exchange Program. This includes:

KEY RESPONSIBILITIES

- Data entry and database maintenance, which records all correspondence with program participants – including Rian's database (Salesforce) and compliance with U.S. Department of State's record of exchange visitors database (SEVIS).
- Assist with all day-to-day operations of the J-1 Exchange Visitor Visa program, providing support to other programs in the Learning Exchange Programs Department as needed.
- Manage the entire lifecycle of J-1 Exchange Visitors including but not limited to:
 - Program inquiry
 - Scheduling and facilitating interview with potential exchange visitors, answering questions and conducting follow up as needed
 - Receive and review program applications, determine eligibility of applicant, and



Creating pathways to new beginnings.

- open participant files and update as the application process progresses
- Prepare J-1 visa application documentation, with high attention to detail
- Liaise with participants upon arrival in U.S. to ensure compliance with the program rules and regulations
- Connect with program participants, both past and present, to hear about their J-1 program experience and write short testimonials highlighting successes
- Work with Rian's Communications Team to maintain Rian J-1's social media presence, Rian J-1 website and other communications and marketing materials.
- Liaise with U.S. Department of State when required
- Opportunity to work on special projects, as available and depending on skills and interests

Other:

- Attend and participate in regular team and organizational meetings, and prepare meeting notes as required
- Prepare statistics and assist with monthly reports and year end reports
- Seek to continuously improve the work in LEP by offering constructive suggestions for improvements
- Support the mission and values of Rian by demonstrating a commitment to social justice and equity; actively participating in Rian's efforts toward being an anti-racist organization; and value, promote, and integrate anti-racist ideas and policies into our work.

QUALIFICATIONS

- Commitment to the overall mission and values of Rian.
- Helpful, caring and understanding approach to working with international exchange visitors and the challenges they encounter through their applications and subsequent visa programs
- Self-motivated, independent, cooperative, detail-oriented and team player with initiative
- Excellent customer service skills
- Competent in using Google Suite, with good data entry skills
- Ability to handle sensitive and confidential matters with the highest level of discretion
- Must be a U.S. Citizen or a Legal Permanent Resident to operate DHS SEVIS system
- Experience with Salesforce is a plus!



Creating pathways to new beginnings.

Status: Exempt

Reports to: Ellie Carver, Director of Learning Exchange Programs

How to Apply: Please send a cover letter and resume as a PDF to career@riancenter.org with **PROGRAM ASSOCIATE -- LEP** 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.

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-plus; 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.