

NOW RECRUITING!

CETUSA (Council for Education Travel, USA) is recruiting! We are looking for motivated self-starters looking for a fun, meaningful job opportunity! Become a local coordinator for CETUSA, working mostly from your smartphone or laptop! This contract position is a great way to supplement your income and earn trips around the world!

CETUSA Local Coordinators are a nationwide network of individuals who are passionate about cultural exchange. Each of our coordinators is an independent contractor. Fully trained and knowledgeable, coordinators recruit volunteer host families for international students arriving for 5 or 10 month stays. They provide support to host families, students and host schools. Their dedicated support of international exchange brings together American families and international students for an experience they will never forget.

MAIN DUTIES:

- Seek and qualify volunteer host families within 60 miles of your home
- Match students with host families with a quality over quantity focus
- Complete pre and post placement paperwork
- Be a teammate to the student while he/she is here on their program
- Work with students/host families if challenges come up

OTHER REQUIREMENTS:

- Be able to pass a (free) criminal background check
- Have access to a computer/printer and know basic computer skills - Social media skills are a PLUS!
- Have reliable transportation
- Have a telephone
- Work well with a team
- Be motivated to reach goals
- Be open-minded & have good problem-solving skills
- Be professional in your communications and actions online and in person

Please contact Kym Hytry at kym.hytry@cetusa.org for more information.