

Exchange Visitor Program Associate

American Immigration Council

We Are -

The Exchange Visitor (J) non-immigrant visa category is for individuals approved to participate in work and study based exchange visitor programs, which enable foreign nationals to visit the United States in order to experience life in the U.S. The U.S. Department of State designates sponsors to oversee J programs.

It is the sponsor's responsibility to vet both the international applicant and U.S. Host Company for J-1 visa eligibility. Once the accepted trainee or intern has arrived in the U.S. the American Immigration Council serves as a support system and resource. The goal of The Council is to ensure that the J-1 visa regulations are fully satisfied, and the exchange experience is positive and rewarding for all involved.

To learn more about our organization and our work, visit us online at www.americanimmigrationcouncil.org.

Your Role -

The Exchange Visitor Program Associate is accountable for carrying out functions related to the management of J-1 visa applications, ensuring compliance with State Department regulations and requirements necessary to maintain our designation. Role includes managing J-1 cases, managing client relationships, maintaining databases; developing and maintaining program resources and overseeing online communications.

Our Workplace -

Ours is a dynamic, challenging, rewarding and collaborative work environment. We offer a very competitive total compensation package (salary and benefits) - commensurate with experience. Our benefits include transit subsidy, 401K, 3+ weeks' vacation, 11 Federal holidays, on-site fitness center and so much more!

To Apply -

We encourage **QUALIFIED** candidates to forward cover letter, resume, writing sample **AND** desired salary to: AIC-HR-IEC-EVPA / hr@immcouncil.org / 202.783.7853, fax . EEO/M/F/D/V.

Resumes before Monday, June 8, 2015 receive immediate

[Apply Now](#) or [Save Job](#)

Posted:

May 29, 2015

Location:

Washington, D.C.

Salary:

Open

Type:

Full Time - Experienced

Categories:

Education Abroad, International Student and Scholar Services

American Immigration Council

Headquartered in Washington, DC, the American Immigration Council (formerly the American Immigration Law Foundation) was established in 1987. The purpose of the American Immigration Council is to create educational resources and opportunities that recognize our immigrant heritage. The American Immigration Council creates a synergy of the best ideas from many cultures for the benefit of all through the sponsorship of the J-1 visa in the trainee and intern categories and the organization of periodic study tours to various cities around the world.

[▲ Show less](#)

review.

NOTE: Cover letter and resume also will be used as writing samples. Cover letters without desired salary may not be considered. **Direct hire only – NO recruiters or staffing agencies. NO calls!**

Your Background -

Undergraduate degree in international studies, international development, or a related field is required. 2+ years demonstrated experience and/or training in foreign affairs and international exchange programs, preferably the U.S. State Department International Visitor Leadership Program or other exchange opportunities. Knowledge of J-1 visa regulations is required. Fluency in a foreign language is preferred.

Position requires U.S. Citizenship or Lawful Permanent Residence status. Candidates should have cross-cultural communication work and /or experience living/studying abroad.