# Program Officer, Professional Fellows Program

<table>
<thead>
<tr>
<th>ORGANIZATION:</th>
<th>Cultural Vistas</th>
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<tbody>
<tr>
<td>FIELD:</td>
<td>Programs</td>
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<td>DEPARTMENT:</td>
<td>Indo-Pacific Programs</td>
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<tr>
<td>POSITION TITLE:</td>
<td>Program Officer, Professional Fellows Program</td>
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<tr>
<td>LOCATION:</td>
<td>Hybrid position based in Washington, D.C. (80% remote, 20% in-person)</td>
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| LANGUAGE(S):     | English – Written and Verbal Fluency Required
                  Another language – Nice to Have |
| COMPENSATION:    | Roughly $50,000 per year with exact salary depending on experience |

## ABOUT THE ORGANIZATION:

Founded in 1963, Cultural Vistas is a 501(c)(3) nonprofit organization that leverages the power of international exchange to connect lives, enhance global skills, and drive positive change. Every year we implement dozens of exchange programs and career development opportunities that empower individuals and institutions to strengthen their critical thinking skills, broaden their appreciation of diversity, build collaborative networks, and approach challenges with an inclusive mindset.

Our programs inspire curious, culturally competent, and engaged leaders equipped to navigate our complex and ever-changing world. Learn more at [www.culturalvistas.org](http://www.culturalvistas.org).

## POSITION SUMMARY:

Reporting to the Assistant Director, Indo-Pacific Programs, the Program Officer, Professional Fellows Program will be the primary implementer for the Professional Fellows Program. They will coordinate program engagement with external stakeholders, including regional partners in the Pacific, oversee participant recruitment, selection, and participation, lead fellowship placements and program content, and supervise staff assisting with program logistics and administration.

## DUTIES:

### Program and Grant Management:

- Serves as primary implementor for the U.S. Department of State Professional Fellows Program – Economic Empowerment in the Pacific Region
- In collaboration with supervisor, and funder requirements, organizes program work plans, content development, and participant recruitment and selection
- Oversees full program implementation cycle of the two-way exchange between eligible Pacific countries and the United States ensuring that the program provides robust and meaningful experiences in line with the mission of Cultural Vistas
- Serves as the primary point of contact for all participants, including identifying a four/five-week fellowship placement at a relevant organization in the U.S.
- Develops program content in consultation with U.S. Department of State regarding orientations, debriefings, virtual engagement, and supplemental activities to take place during fellowship programming
- Oversees staff supporting program logistics to align with overall work plan
- Serves as primary liaison with regional partners in Pacific in support of program outreach and engagement, participant recruitment, and regional program monitoring
- Prioritizes tasks, problem-solves and multi-tasks in a time sensitive, client-focused work environment
- Ensures high quality and consistent customer service to all clients, including stakeholders, funders, hosts, partners, and participants
- Works closely with External Relations team to develop comprehensive marketing and digital engagement strategy to meet funders’ expectations and program needs
- Works closely with other departments at Cultural Vistas to complete program
**Professional Development:**
- Develops and maintains an advanced knowledge of regulations, application requirements and Cultural Vistas policies in order to properly represent Cultural Vistas and the U.S. Department of State
- Develops and maintains industry knowledge by seeking out educational workshops, classes, and related publications
- Supports on-going communication to all appropriate staff as it pertains to initiatives and new and existing business
- Supports department collaboration with other Cultural Vistas’ departments to complete projects and programs (i.e., Accounting, Human Resources, IT, Communications, Alumni)
- Takes a proactive approach to improve business functions and workflow within department
- Properly monitors assignments to completion and provides feedback and appreciation
- Works in accordance with the mission, goals, values, and strategic direction of Cultural Vistas

**GENERAL QUALIFICATIONS:**
We’re looking for the right candidate, not the perfect candidate. That’s why we encourage you to apply if you’re interested in the role and believe you’d be an asset to our team, even if you don’t check every box below:

- Strong understanding of program management, project implementation, and working within the constraints of a budget
- Ability to take accountability for multiple assignments / projects simultaneously, prioritize workload, organize, and make decisions in a deadline driven environment
- Ability to effectively handle ambiguity by creating focus and direction for oneself
- Excellent verbal and written communication skills – you’re a natural and proactive communicator with the ability (and desire!) to collaborate effectively and professionally with a wide variety of stakeholders across borders, time zones, and cultures
- Proficiency in Microsoft Office suite – Word, PowerPoint, Outlook, SharePoint, Excel
- Strong critical thinking skills, problem-solving skills, and analytical thinking
- The ability to give and receive constructive and actionable feedback
- The capacity to remain flexible and adaptable in a fast-paced environment
- Ability to handle confidential and sensitive information with discretion and humility
- Solutions-oriented mindset – you’re not easily discouraged and enjoy unraveling complex challenges
- Strong personal commitment to continual professional development
- Extraordinary attention to detail
- Ability to provide excellent customer service, both internally and externally
- Ability to exhibit a collegial attitude and excel within a collaborative working environment
- Proficiency in Salesforce or other CMS experience
- Interest in and commitment to the mission of Cultural Vistas

**BONUS SKILLS:**
Having one or more of the following will really catch our eye:

- Experience working with international clients or stakeholders
- Experience with event planning and logistics
- Experience with project management
- Experience with managing large, complex budgets

**BENEFITS:**

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<tr>
<th>Time</th>
<th>20 PTO Days/year (balance increases after 3 years of employment)</th>
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<tr>
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<td>o Given up front (not accrued) and pro-rated first year</td>
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<tr>
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<td>6 Sick Days/year</td>
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<tr>
<td></td>
<td>o Given up front (not accrued) and pro-rated first year</td>
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- 12 paid holidays/year + 1 Floating Holiday
- 35-Hour Workweek
  - Flexible Work Arrangement (7.75 hours x 5 days OR 8.5 hours x 4 days and 4 hours x 1 day)

**Development**
- Student Loan Repayment Program ($50/month after 1 year of employment)
- Certification Reimbursement ($1,000/year after 1 year of employment)
- Tuition Reimbursement ($2,000/year after 1 year of employment)
- Kudos Employee Recognition System (with Amazon Gift Card Rewards)
- Quarterly Spot Awards (3 employees/quarter, $750/employee)
- Professional Development Opportunities
  - Access to Nonprofit Ready (Online professional learning platform)

**Wellness**
- Medical Insurance – 3 plan options: Cultural Vistas covers employee costs 85%-95%
  - Employee-only semi-monthly cost ranges from $19.93- $74.97
- Dental Insurance: Cultural Vistas covers employee cost 100%
- Vision Insurance: Cultural Vistas covers employee cost 87%
  - Employee-only plan semi-monthly cost: $0.50
- Life Insurance – Cultural Vistas covers employee costs 100%
- Short-Term Disability Insurance – Cultural Vistas covers employee costs 100%
- Long-Term Disability Insurance – Cultural Vistas covers employee costs 100%
- AD&I Insurance – Cultural Vistas covers employee costs 100%
- Flexible Spending Account (FSA) and Dependent FSA
- Physical Health and Wellness Reimbursement - $100/year
- Free gym access in the DC office

**Financial**
- 403(b) Retirement Savings Plan (100% of the first 2% of compensation after one year of employment)
- Pretax Commuter Benefits
- $250 one-time allowance for home office expenses
- $45/month to off-set communications expenses (phone/internet bills – reimbursed quarterly)
- Annual year-end salary increases based on market and merit (COLA and performance) if hired before Sept 15 of the prior year (all salaries are benchmarked to the Washington, DC nonprofit market)

**ICDEI Values:**

**Commitment to Intercultural Competence, Diversity, Equity, and Inclusion**

Cultural Vistas believes that our people should reflect the diversity of the global communities we serve. We promote the values of continuous learning, perspective-taking, resilience, empathy, agility, and comfort with ambiguity/complexity. We believe that perspectives which have historically been excluded should be highlighted and intentionally integrated into our programs. We embrace difference and diversity of culture, identity, language, experience, and thought, and actively prioritize inclusion, aiming to foster an authentic sense of belonging and a positive, supportive environment.