Job Position: (Part-Time)

Temporary: Exchange Program Assistant

**Posted: February 8, 2022**

Mobility International USA (MIUSA), a non-profit organization founded in 1981, works to advance the rights and leadership skills of people with disabilities globally.

MIUSA seeks a temporary, part-time Exchange Program Assistant. Qualified candidates will have excellent organizational and communication skills, interest in disability inclusion and international exchange, and enthusiasm to work collaboratively with our exchange team. This is an entry-level position. Candidates will bring prior experience working in a related field, required skills, and a passion for disability rights.

Location: The position is currently remote, with preference for individuals who are based in or near Eugene, Oregon. Working in person will be required during exchange programs from May – August 2022.

*Equal Opportunity Employer. People with disabilities, those from ethnic minority backgrounds, and others are encouraged to apply. All MIUSA staff are required to be fully vaccinated for COVID-19.*

**Reports to:** Project Manager

**Status:** Temporary, Part-time, Limited Duration   
30 – 40/hrs per week,   
approximately March - September, 2022

**Apply:** Send resume (with a list of at least two references), a letter of interest, and one reference letter to:

Suz Dunn, sdunn@miusa.org

with subject line: [Exchange Program Assistant - Last Name].

Deadline for priority consideration: 5pm PST Friday, February 18, 2022.   
Position open until filled.

**Duties and Responsibilities:**

Assists Project Managers and other exchange team members with the planning, preparation and implementation of MIUSA exchange programs. Tasks may include:

1. Plans and assist with logistical arrangements, including but not limited to: transportation, venues, food, program supplies, workshops, meetings, and disability-related accommodations, etc.
2. Escorts and/or assists exchange program participants to ensure safety, health, successful participation and inclusion
3. As directed, assists with outreach and recruitment to community members for exchange program support, such as guest speakers, resource persons, mentors, host families, and volunteers
4. Assists with preparing for meetings and presentations, including tasks such as printing documents, creating packets and name tags, notetaking, and setting up AV equipment
5. Revises, updates and maintains exchange-related forms and materials
6. Coordinates production of materials in alternative formats as needed
7. Maintains accurate and well organized files and records, updates databases and spreadsheets related to exchange programs.
8. Assists with organizing receipts for reimbursements and financial records
9. Works with MIUSA exchange team to ensure accurate inventory and organization of supplies
10. Assists with activities and trainings as assigned
11. As directed, maintains and develops content related to exchange programs for MIUSA’s website and social media outlets (i.e. Twitter, Facebook, Instagram, Flickr)
12. Assists exchange team and other MIUSA team members with general office tasks (e.g. answering phones, mailings, etc.)

**Additional requirements:**

1. Takes initiative and is proactive in solving problems
2. Maintains a helpful, positive and professional demeanor
3. Effectively describes MIUSA and Exchange projects in phone and written correspondence
4. Models MIUSA’s values of full inclusion, equal participation and disability-rights perspectives, as well as enthusiasm, integrity, direction, respect and an optimistic outlook

**Desired Qualifications:**

1. Two years college education or equivalent; B.A. or B.S. preferred, in international development, disability studies, women’s studies, or related field
2. Detail-oriented, strong organizational and prioritization skills
3. Strong keyboarding and computer skills, demonstrated proficiency using Microsoft Office applications and the internet

* Works effectively with supervisor(s) and other staff members in a team environment
* Engages effectively with a diverse range of individuals including those with and without disabilities

1. Experience coordinating groups and events
2. Ability to work effectively in a fast paced environment
3. Ability to communicate effectively via e-mail, telephone, and other mediums
4. International development or international exchange experience preferred
5. Understanding of inclusion of people with disabilities from a human rights perspective; experience with inclusion of people with disabilities in international development or international exchange preferred
6. Experience working in a non-profit setting desired
7. Competence in a language in addition to English preferred
8. Is CPR/First Aid certified prior to hiring or will get certified before working on an exchange program, unless exempt per MIUSA approval