



## **Career Opportunity – Program Advisor**

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**Position:** Program Advisor

**Location:** New Rochelle, New York (30 minutes north of Manhattan)

**Start Date:** Accepting Resumes on a Rolling Basis for Future Positions

### **Description**

The Program Enrollment Department plays an important role guiding prospective participants through the decision-making process and educating them about Cross-Cultural Solutions international Insight, Volunteer, and Intern Abroad programs. Cross-Cultural Solutions seeks a high-energy, enthusiastic, team-oriented Program Advisor to promote and facilitate enrollment in all programs worldwide. Program Advisors are all Cross-Cultural Solutions Alumni.

### **Responsibilities**

As part of the Program Enrollment Department, Program Advisors have an exciting and yet demanding role at CCS: they communicate the philosophy, logistics and country-specific details to all prospective participants through phone, email and in-person visits. They handle a high volume of inquiries relating to our international volunteer programs, drawing on both personal program experience and extensive training to educate prospective volunteers, and facilitate overall enrollment. Program Advisors can expect some limited international travel opportunities after one year of service.

### **Qualifications**

Participation in a Cross-Cultural Solutions volunteer program is required.

Undergraduate degree is strongly preferred.

Excellent at multi-tasking.

Ability to prioritize a variety of tasks to meet goals in a timely and effective manner.

Strong verbal, written and interpersonal communications skills.

Highly motivated to participate in a team environment.

Demonstrate significant understanding of the complex issues relating to cultural understanding.

Office work experience is desirable, particularly in an environment requiring extensive telephone communications.

Experience working with Outlook, Word (Windows), Excel, and the Internet is a plus.

### **Salary/Benefits**

Starting salary of \$30,000 - \$34,000, based on education and relevant professional experience.

Performance review after 6 months of employment includes compensation review. Full benefits package after 90 days of employment includes: full medical; 401(k) plan; paid vacation, sick leave, & holidays.

Other benefits include family travel & health membership discounts, credit union membership, educational assistance plan, short and long-term disability insurance, and optional supplemental insurance coverage.

### **How to Apply**

For consideration, please submit a **cover letter and resume**, attention Recruiting Director, by:

Email: [careers@crossculturalsolutions.org](mailto:careers@crossculturalsolutions.org)

Mail/Fax: Cross-Cultural Solutions

2 Clinton Place, New Rochelle, NY 10801 USA