



## Visa Specialist, Global Talent Development Programs

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| <b>ORGANIZATION:</b>           | Cultural Vistas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>DEPARTMENT:</b>             | Global Talent Development Programs                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>POSITION TITLE:</b>         | Visa Specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>LOCATION:</b>               | Remote within the US                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>LANGUAGE(S):</b>            | English – Written and Verbal Fluency Required                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>COMPENSATION:</b>           | Roughly \$50,000-\$53,000 per year with exact salary depending on experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ABOUT THE ORGANIZATION:</b> | <p>Founded in 1963, Cultural Vistas promotes global understanding and collaboration among individuals and institutions through international exchange experiences.</p> <p>Alongside our partners across the globe, we can tap into a network of local expertise in the countries where we operate our programs.</p> <p>Cultural Vistas employs a diverse and dedicated staff across the United States while maintaining a U.S. Headquarters in Washington, D.C. and a European Headquarters in Berlin, Germany.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>POSITION SUMMARY:</b>       | The Visa Specialist supports professional exchanges between U.S. host companies and international students and young professionals for Train USA's approximately 3000 Intern/Trainee, Teach and Research Scholar programs annually. The visa specialist evaluates exchange visitor applications for visa sponsorship; and provides hosts and participants support throughout their visa application process. The visa specialist serves as an Alternate Responsible Officer (ARO) for DHS's SEVIS database.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>DUTIES:</b>                 | <p><b>Visa Processing</b></p> <ul style="list-style-type: none"> <li>• Manages the application process and provides guidance and support for host companies and approximately 250-300 participants;</li> <li>• Evaluates visa sponsorship applications to determine compliance with J-1 visa regulations, as well as internal CV policies;</li> <li>• Ensures that the program provides robust and meaningful training opportunities that are in line with the participant's educational and professional experience;</li> <li>• Assists host companies in the development of training programs by synthesizing information and succinctly expressing the goals and objectives of the program in a training plan</li> <li>• Monitors SEVIS deadlines and collaborates with supervisor to ensure accurate records;</li> <li>• Serves as an Alternate Responsible Officer for U.S. government database (SEVIS) to issue visa sponsorship documents and update and maintain participant records.</li> <li>• Monitors SEVIS deadlines and reports, as well as participant arrival information;</li> <li>• Prioritizes tasks with attention to deadlines and customer expectations in a high-volume, time sensitive and client-focused environment</li> <li>• Responsible for sending invoices and tracking payments.</li> <li>• May periodically conduct local site visits to ensure companies meet program requirements, participants are having a positive experience and to promote Cultural Vistas' services</li> </ul> <p><b>Customer Service</b></p> <ul style="list-style-type: none"> <li>• Educates companies, partners, and attorneys on J-1 visa regulations and CV application process and sponsorship services.</li> </ul> |

## GENERAL QUALIFICATIONS:

- Maintains communication with host companies, participants, immigration attorneys and Cultural Vistas' partners around visa processing services to ensure high quality and consistent customer service.

### Professional Development

- Develops and maintains an advanced knowledge of J-1 visa regulations application requirements and Cultural Vistas policies in order to properly represent Cultural Vistas throughout the process and at events
- Develops and maintains industry knowledge by seeking out educational workshops, classes and related publications.
- Takes pro-active approach to improve business functions and workflow within department.
- Work in accordance with the mission, goals, values and strategic direction of Cultural Vistas.

Education: Bachelor's Degree preferred

Years of Experience: Minimum of 2-4 years of administrative support, customer service, or program management experience required.

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 critical thinking skills, problem-solving skills, analytical thinking and presentation skills
- Ability to comfortably and confidently represent organization in a professional manner in meetings, events, presentations and calls with various stakeholders;
- Effectively communicates, both verbally and in writing, with supervisors, colleagues, external stakeholders and people of diverse backgrounds
- High level of concern for providing exceptional customer service
- Ability to multi-task, to prioritize workload, to organize, and to make decisions in a deadline sensitive environment
- Must possess extraordinary attention to detail for records and compliance responsibilities including internal policies and standard operating procedures
- Demonstrated ability to anticipate outcomes and problem solve
- Demonstrated ability to maintain proactive, flexible, inventive approach
- Ability to exhibit a collegial attitude and excel within a collaborative team working environment
- Strong personal commitment to continual professional development
- Interest in and commitment to cultural exchange and the mission of Cultural Vistas.

## BONUS SKILLS:

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

- Proficiency in Salesforce or other CMS experience
- Experience with SEVIS and the J1 Intern/Trainee/Research Scholar/Specialist and Teacher Categories

## BENEFITS:

### Time

- 20 PTO Days/year (balance increases after 3 years of employment)
  - Given up front (not accrued) and pro-rated first year
- 6 Sick Days/year
  - Given up front (not accrued) and pro-rated first year
- 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

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- 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%
- Dental Insurance: Cultural Vistas covers employee cost 100%
- Vision Insurance: Cultural Vistas covers employee cost 87%
- 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&D 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)

### **Org Values:**

#### **Intercultural Competence**

We are committed to fostering intercultural competence by equipping individuals with the skills to engage effectively and respectfully across cultures. This includes understanding diverse perspectives, adapting communication and behavior in different cultural contexts, and creating environments where everyone feels valued and has the opportunity to contribute and succeed.

#### **Collaborative Community**

At Cultural Vistas, we recognize and embrace our interdependence on one another as human beings and believe the most effective and innovative solutions to challenges emerge when we build strong communities.

We strive to reach across borders of all kinds – from departmental to geographic – to work together, share knowledge, and reach common goals.

#### **Continuous Learning**

At Cultural Vistas, we value and provide the opportunity and capacity to learn from all situations and from all people through reflection and curiosity, both shared and individual, professional and personal.

### **Adaptability**

At Cultural Vistas, we understand that the world is an ever-changing place. We operate with a common willingness to respond quickly to change in the face of unforeseen challenges. We focus on building sustainable, evolving programs that can withstand time.

### **Integrity**

At Cultural Vistas, we are committed to honesty, respect, and clarity of our mission and strategic vision. We strive to communicate transparently and authentically across the organization and with our stakeholders. We recognize that genuine and effective communication is an ongoing and multidirectional process.

### **Dedication**

At Cultural Vistas, we are passionate about designing transformational experiences, delivering quality service, and building meaningful relationships for our participants, partners, supporters, and colleagues.

Domestic and international travel may be required.  
Work on weekends, holidays, and evenings may be required.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.