



IFYE National Program Director Job Description
IFYE Association of the USA, Inc.

The IFYE National Program Director for the IFYE Association of the USA, Inc. is the lead person managing the activities of the Association's international exchange program. The National Program Director shall devote his/her skill and knowledge to part-time performance of such duties and responsibilities as shall be reasonably assigned to him/her by the IFYE President or IFYE Board of Directors including, but not limited to the following:

Activities and Responsibilities:

1. Plan and implement the process for participant recruitment.
2. Director will manage the selection, orientation, travel, and debriefing process for IFYE participants.
3. Manage IFYE's compliance with applicable law regarding outbound and inbound participants such as assisting with visas or Schengen Agreement.
4. Provide operational administration of the IFYE Exchange Program including the placement of inbound IFYEs.
5. Development of an Annual Work Plan with guidance of the IFYE USA President.
6. Ensure implementation of all IFYE exchange plans and policies for the year as approved by the Annual Work Plan.
7. Oversight of volunteer state coordinators including but not limited to training, supporting, and guiding them as needed.
8. Director shall write an annual report and monthly reports to be shared with the Executive Director and the IFYE Board members and copy the Program Advisory Committee.
9. The Director shall be the liaison with host countries and contacts.
10. Management of the background check process for US host families with assistance of the Administrative Assistant through Intellicorp.
11. Director will write articles for IFYE Updates, IFYE News, and IFYEs In Touch and other appropriate media such as social media content and business correspondence in a timely manner.
12. Collaborate with the Marketing Committee to produce, or have produced with approval, promotional materials such as brochures, news releases and social media outreach content in a cost-effective manner.
13. Attend and participate in opportunities to engage with potential IFYEs such as trade and career fairs, association meetings and other venues as appropriate, and provide information in efforts to increase the numbers of outbound IFYEs.
14. Other duties as assigned.

The National Program Director will be a contractor with IFYE USA, Inc., and will not be considered an employee of the organization.

The IFYE USA President shall be the Director's immediate contact regarding job responsibilities. The Director will write and provide, debriefing, country contact timing and outreach for new countries.

This position requires flexibility to meet the scheduling needs of the participants and volunteers (e.g. State Coordinators). The position has been initially approved for the 2026 program year a minimum of 800 hours and not to exceed 1000 hours, unless an increase of hours is preapproved by the IFYE President and Treasurer.