

Position Announcement:

Program Manager International Student Conferences

International Student Conferences, Inc. (ISC) is a non-profit organization that facilitates leadership training and academic/cultural exchange programs for university students from the United States, Japan, and Korea. ISC is currently seeking an entrepreneurial Program Manager to develop, promote, and manage Korea-America Student Conference (KASC).

The Program Manager is responsible for administration and management of the KASC program under the general guidance and supervision of the Executive Director and works closely with KASC Country Officer based in Seoul, Korea. The Program Manager will provide guidance and administrative support to the student members of the American/Korean Executive Committee (EC) as they plan, organize, and manage the annual month-long KASC held alternatively in the U.S. and Korea.

An ideal candidate for this position will share our commitment to promote peace by furthering mutual understanding, friendship and trust with particular focus on the U.S.-Korea relationship. This position has a potential for promotion to oversee both KASC and JASC (Japan-America Student Conference) as Program Director.

Job Description:

The Program Manager provides advice and logistical support in planning the itinerary, contacting university and family hosts, arranging transportation and insurance, identifying and communicating with guest lecturers and speakers, and liaising with business, government, and international agencies. S/he will also provide mentorship and leadership coaching to the students.

In addition, the Program Manager works on various aspects of the program including, but not limited to: alumni relations, contact database management, historical record maintenance, and general office administration at ISC. S/he also plays an important role in ISC's overall fundraising and PR operations. S/he will bring a variety of experience and attributes to ISC, including:

- In-depth understanding of and appreciation for Korean culture;
- Demonstrated leadership strength and work as a self-starter;
- Proven ability to manage multiple responsibilities in a fast-paced environment;
- Proven ability to work collaboratively with the team as well as independently;
- Proven experience interacting with senior government officials, business executives, and academic leaders;
- Excellent writing skills, experience with grant proposal writing preferred;
- Bachelor of Arts or Science degree from an accredited college;
- 2 years of professional experience;
- Native-level Korean language preferred;
- Valid passport and availability to travel to Northeast Asia as well as throughout the U.S. as necessary.

To apply, email your resume, cover letter, and salary requirements to: info@iscdc.org.