

Compliance Coordinator

American Cultural Exchange Service (ACES) is a small, growing, non-profit organization dedicated to promoting global understanding through educational and cultural exchange experiences. As a US Department of State (DOS) designated organization, ACES administers international high school exchange programs, including the Department of State's K-L YES, FLEX, and NSLI-Y grant programs.

With the national office located in Bellevue, a suburb of Seattle, ACES maintains a network of dedicated and well-trained Local Coordinators in communities throughout the United States who provide program services at the local level to international participants, U.S. host families, schools, and organizations.

Our fun and friendly national office is looking for a team player as the compliance coordinator.

Primary Responsibilities include but are not limited to:

- Tracking paperwork for grant and non-grant programs
- Working directly with program managers to complete program specific projects such as: creating program documents, quarterly student newsletter, editing handbooks and program documents, etc.
- General office work including phone answering, filing, copying, mailing, etc.
- Occasional travel to attend meetings

Basic Qualifications:

- Bachelor's degree preferred with at least 2 years' experience in an office environment
- Detail oriented with excellent organizational skills
- Ability to multitask to address multiple, competing priorities
- Self-starter, motivated, team oriented, and excited to grow with us
- Ambitious and able to work under pressure to meet deadlines
- Pleasant telephone manner and interpersonal skills
- Positive attitude, flexible and willingness to take direction
- Good working knowledge of MS Office, Photoshop, Publisher
- International experience

4 Year Degree required

Professional

\$35,000/year

Benefits after 3 months

Resume and cover letter to Michael@exploretheworld.org