



YOUTH FOR UNDERSTANDING

International Student Exchanges

Program Coordinator “onboarding” (50-60 %/ June 2021- January 2022)

YOU

Do you have a real passion for communicating (mainly online or by phone) with passion about such ideals as growing through cross-cultural understanding and experiencing a different culture?

Do you enjoy taking responsibilities as an onboarding process owner ?

Have you yourself been living abroad and like to share the benefits of such an experience in Swiss German, French and English?

Do you consider yourself open, flexible and agile problem solver who enjoys meeting young people’s needs and working in a fast-moving environment?

Are you team-oriented, organized and able to set priorities and keep the overview?

US

Youth for Understanding (YFU) is a non-profit international student exchange organization who is proposing to young people aged 16 to 20 to spend a semester or a year abroad to discover another culture. Since 1961, some 5000 Swiss have participated in one of YFU’s programs in more than 40 countries around the globe. For more, visit us at www.yfu.ch

YOUR KEY CHALLENGES

- To offer quality and personalized services to students, parents of students departing from Switzerland, particularly – but not exclusively - from the moment they contact YFU to the moment they are ready to step on board and a contract can be submitted to them.
- To ensure a smooth coordination of work between the volunteers, the national support team colleagues and the international level in a spirit of empowerment in line with YFU values and respectful of International Basic Standards.
- To coordinate and follow-up on all activities linked with campaigning processes as outlined in a campaign masterplan.

OUR OFFER

A 50-60 % position during a maternity leave, ideally June 15th, 2021 – January 31st, 2022

Important note: Depending on the success of your actions, this contract may be prolonged and become permanent. The job requires your presence about 1 day/week in our office in Bern, yet you may elect to work in home office the rest of the time.

Please send your questions or applications to info@yfu.ch