**Canada Independent Consultant**

**Part Time (5-20 hours per week, billable)**

**Reports to:**               Youth Exchange Unit Program Officer

**Location:**                   Canada

**Duration:**                  April 1, 2023 – March 31, 2024

**If you are interested in the Canada Independent Consultant Role:**

* Please prepare a cover letter and resume
* Email materials to all three of the contacts below:
  + Calla Sneller at [Calla.Sneller@worldlearning.org](mailto:Calla.Sneller@worldlearning.org)
  + Elizabeth Kelleher at [Elizabeth.Kelleher@worldlearning.org](mailto:Elizabeth.Kelleher@worldlearning.org)
  + Lisa George-Smith at [Lisa.George-Smith@worldlearning.org](mailto:Lisa.George-Smith@worldlearning.org)
* Applications will be reviewed on a rolling basis
* Please submit by *Monday, March 13, 2023* at the latest

World Learning is seeking a part-time independent consultant in Canada to provide services to the [Youth Ambassadors Program](https://www.worldlearning.org/program/youth-ambassadors-program/). Services to include recruiting, candidate screening, on-boarding preparation, and follow-up with high school age participants for a 3-week U.S. government exchange program to the United States. This Independent Contractor position is based in Canada and includes providing services to World Learning staff in the United States.

**General Description of the Youth Ambassadors Program**: The overall goal of this program is to provide a leadership exchange for Canadian high school students and adult mentors. Funded by the U.S. Department of State, Bureau of Educational and Cultural Affairs, Youth Division, this program exposes Canadian students to cross-cultural understanding, leadership development and an awareness of civic responsibility during a three-week exchange to the United States. Students travel to Washington, D.C. for their orientation, spend ten-days with host families throughout the United States and return Washington D.C. to conclude their program.

**Independent Contractor Services:**

* Promote the Youth Ambassadors Program with Canada;
* In-country point of contact for the U.S. Embassy’s Public Affairs Section;
* Translate documents from English to French;
* Participant recruitment following application procedures;
* English language screenings as needed;
* Support eligibility screening of applicants;
* Conduct interviews of semi-finalists;
* Make final selection of candidates and alternates;
* Facilitate the visa application and international travel authorization process;
* Provide services to participants in notification of selection and pre-departure orientation material;
* In-country point of contact for participants and parents/guardians;
* Provide services to participants in arranging domestic travel within Canada;
* Prepare logistics for the Pre-Departure Orientation (PDO);
* Manage the PDO: icebreakers/team building; program objectives; participant goals; traveling; life in the U.S.; U.S. stereotypes and perceptions, and cultural adjustment;
* Monitor the implementation of participants’ follow-on projects, maintaining communication with participants and Adult Mentors to support their projects and development;
* Prepare the agenda and support the facilitation for the virtual reunion;

1. Provide financial reports, as required.

**Required Qualifications:**

1. Bilingual in English and French;
2. Excellent written and verbal communication skills in the English language, with understanding of social media as a professional tool to enhance visibility;
3. Computer proficient, i.e., comfortable with Microsoft Office suite (Word, Excel, PowerPoint et al), cloud-based document management and online project management tools;
4. Strong cross-cultural and communications skills;
5. Detail-oriented with excellent organizational ability;
6. Energetic and strong team player;
7. Experience with international student programs, event management, or youth programming desirable

**Preferred Requirements:**

1. Preferred Bachelor’s Degree and related work experience;
2. Obtaining or having an LLC or equivalent in country; this is a preference if possible but not required.
3. Preferred self-insured