

Country manager

Role: Main responsible one partner country to which students are sent on exchange

Accountability: Reports to Vice President Outgoing Exchange

What you will be doing:

1. Preparation of Exchange Product and Partnership
 - Communicate and research through AIESECs global network to find a suitable exchange project
 - Build and maintain networks and relationships related to your chosen program and country
 - Partner with overseas Local Committees to secure exchange forms in your selected projects
 - Prepare suitable materials for promotion of your product and country
 - Assisting in promotion as to ensure the right message is being delivered
2. Selection and Preparation of Exchange Participants
 - Creating suitable selection criteria for exchange participants
 - Taking an active role in selection of exchange participants for your program, ensuring the right people are recruited
 - Ensuring suitable expectations are set with exchange participants
3. Communication and Support
 - Maintaining a level of professional communication with participants
 - Supporting and assisting Exchange Participants
4. Exchange Delivery
 - Delivering the Outgoing Exchange process, ensuring raise, match and realisation procedures are meet to a high standard
 - Maintenance of strong tracking process' throughout the exchange process

General:

- Host team meetings
- Report Results, progress and news to Vice President Outgoing Exchange
- Attend biweekly /monthly LC meetings
- Have and maintain a google calendar of project related events that is shared with Vice President Incoming Exchange

You will gain:

- Project and Team Management
- Cultural Awareness
- Marketing and Promotion
- Effective Communication
- Conflict and crisis management
- Relationship management
- Strategic Planning
- Presentation Skills
- E-management
- Lifelong friendships

Measures of success:

- Number of partnership's built and maintained
- Quality of promotional material
- Number of Participants selected and completing program
- Quality of the Exchange Experience Provided

Personal characteristics of candidates:

- Reliable and Trustworthy
- Commitment to results
- Ability to facilitate clear and effective communication
- Flexible Thinking
- Awareness of Others
- Stakeholder focus
- Able and willing to devote up to 8 hours a week to AIESEC

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