



Job Posting: Program Director

Buffalo–Dortmund Student Ambassador Program

Who we are:

The partnership between Buffalo and Dortmund, established in 1978, has fostered a student and youth exchange program that has flourished for just as long. This collaboration has created enduring cultural ties and **countless German-American friendships**.

In Dortmund, the exchange is managed by the **Auslandsgesellschaft**, a non-profit organization, with strong backing from the local government. Across the Atlantic in Buffalo, a passionate team of volunteers from the **Buffalo-Dortmund Sister City Committee** dedicates their time and energy to making the exchange a success.

This program continues to strengthen international connections, enrich cultural understanding, and inspire young people on both sides of the Atlantic.

The exchange takes place **every year from mid-August to early December** (about 15 weeks).

Who We're Looking For:

We are looking for a **Program Coordinator for our exchange program between Buffalo and Dortmund** to start **as soon as possible, no later than May 2027**.[u](#)

The ideal candidate:

- is interested in **international exchange** and look forward to **close German-American collaboration**
- **lives in Buffalo** and is familiar with the local area
- enjoys **working with young people, supporting host families, and communicating with our partner high schools** in Buffalo
- is free on alternating fall weekends to take students on **excursions**

Responsibilities:

- **Finding suitable host families** for the exchange students from Dortmund
- **Organizing and conducting the excursion and sightseeing program** in Buffalo and the surrounding area (approx. 5 excursions during the 15-week stay)
- Serve as the **point of contact** for participants & host families in Buffalo during their stay
- **Communicate with partner high schools** in Buffalo
- Assist the exchange organization with **administrative tasks** (forwarding/distributing documents and information from the schools, managing the budget, scheduling events and finding transportation, etc.)

Requirements:

- **Reside in Buffalo** or the surrounding area
- At least **21 years old**
- **Availability** (via email and/or cell phone) for the exchange organization, the participants on site, the host families in Buffalo, and the high schools – however, **full-time availability is not required**, having a full-time job is not a disqualifying factor
- **Mobility** (car or similar)
- **NOT a requirement: German language skills** – the Auslandsgesellschaft partners in Dortmund and all exchange students speak English

Onboarding:

Of course, we'll provide you with **comprehensive onboarding**. Afterward, the team in Buffalo and Dortmund will always be available to answer your questions and provide help and support.

Compensation:

The position of Program Director is compensated in accordance with the **cooperation agreement** – please feel free to contact us for further details.

Contact

If you're interested or would like more information, please visit our website at www.buffalo-dortmund.de and don't hesitate to contact us at buffalodortmundexchanges@gmail.com or kunter@auslandsgesellschaft.de

