

WORK VAPOR

Job Link: <https://workvapor.com/jobs/student-support-coordinator-500-17k-travel-incentives-232321/>

STUDENT SUPPORT COORDINATOR – \$500-\$17K – TRAVEL INCENTIVES

BASE SALARY

USD 500 - USD 17000

DESCRIPTION

Local Exchange Student Coordinator & Host Family Recruitment Specialist

Company: Education Travel & Culture

Work Location: Aurora, IL 60506

Work Type: Hybrid remote

Employment Type: Part-time, Contract

Expected Hours: 4–8 hours per week

Pay: \$500–\$17,000 per year

Compensation: Up to \$1,700 per full-year student placed and supervised

About Education Travel & Culture

Education Travel & Culture (ETC) is a non-profit 501(c)(3) organization. It supports cultural exchange programs in the United States and abroad.

ETC helps young people experience new cultures. The organization also works to promote international goodwill and understanding.

About the Position

The Local Exchange Student Coordinator helps recruit host families for international exchange students.

The coordinator also supports students, families, schools, and community partners. This is a part-time independent contractor position.

The role requires someone who is self-motivated and active in the local community. Successful coordinators enjoy building relationships and supporting students.

Important Onboarding Information

This position requires immediate student oversight. Selected applicants must be ready to complete the onboarding process quickly.

Key Responsibilities

- Identify and recruit qualified host families.
- Screen potential host families.
- Build relationships with host families.
- Connect with school administrators and community leaders.
- Meet exchange students and host families in person.
- Attend monthly meetings.
- Support group student activities.
- Help with periodic student and family orientations.
- Promote ETC within the local community.
- Use social media and email marketing for recruitment.
- Share press releases with local media.
- Support students and families throughout the exchange year.

Training and Support

ETC provides training on how to find and recruit quality host families.

The organization also provides marketing materials. Coordinators receive training to help them work with students and families.

Benefits

- Flexible schedule.
- Family-friendly independent contractor position.
- Work that fits around a busy schedule.
- Much of the work can be completed from home.
- Professional development assistance.
- Annual performance-based incentive trips.
- Opportunities for international travel.
- Potential growth into a management position.
- Opportunity to learn about new cultures.
- Chance to mentor exchange students.
- Opportunity to support volunteer host families.
- Meaningful work with a positive community impact.

Compensation Details

- Earn up to \$1,700 per full-year student placed and supervised.
- Earn additional bonuses and incentives.
- Income depends on successful host family recruitment and student support.
- There is no annual limit on potential earnings.
- Coordinators active with ETC for two or more years may earn additional compensation.
- Eligible coordinators may qualify for the annual travel incentive trip.

Travel Incentive Trip

HIRING ORGANIZATION

Education Travel & Culture

EMPLOYMENT TYPE

Part-time

JOB LOCATION

Illinois, United States

? Remote work from: United States

DATE POSTED

? 09/11/2026

The annual ETC incentive trip may last 5–7 days.

Past destinations have included:

- Italy
- Cozumel
- Maui
- Germany
- Costa Rica
- Spain
- Cancun
- Japan
- Other international destinations

Requirements

- Must live within 75 miles of Aurora, Illinois.
- Must have a valid driver's license.
- Must be able to drive for in-person visits.
- Must be comfortable meeting students and families in person.
- Must be willing to complete onboarding quickly.
- Must be self-motivated.
- Must have strong community connections.
- Must enjoy building relationships.
- Must be able to work independently.

Work Schedule

- Part-time contract position.
- Expected hours are 4–8 hours per week.
- Flexible schedule.
- Approximately 10–20 hours per month.
- Work can often be completed from home.

Hosting Opportunity

Applicants who support ETC's mission but are not interested in the coordinator position may consider hosting an exchange student.

For hosting information, contact:

support@edutrav.org

Application and Contact Information

Education Travel & Culture

Aurora, IL 60506

Work Location: Hybrid remote

For hosting information, email support@edutrav.org.