

Export Controls Associate

For twenty years, the **Export Compliance Training Institute** has trained the world on U.S. export controls and sanctions. As the leader in deep-domain US export compliance training for both U.S. and non-U.S. companies, we have a comprehensive catalog of live and on-demand training, and a robust custom training program. Our ever-expanding offerings currently include:

- Highly interactive [Live Seminars](#) in US Export Administration Regulations (EAR), U.S. International Traffic in Arms Regulations (ITAR), and more, in various locations across the U.S. and around the world,
- Comprehensive, on-demand, self-paced [e-Seminars](#),
- Expert-level *ECTI Export Compliance Professional* [®] (ECoP[®]) [testing and certification](#) in EAR & ITAR,
- Highly interactive, live, online trainings,
- Over 130 hours of multi-level, topic-specific, role-specific, or industry-specific on-demand training content,
- Custom in-person and on-line training offerings,
- And a variety of popular [tools and resources](#) for export control professionals.

In response to our continued growth, we are seeking to add an **Export Controls Associate** to our team. In this role, you will join us in researching, writing, editing, revising, proctoring, and delivering U.S. export controls and related educational content, ranging from general interest articles and introductory trainings to expert-level treatments of complex regulations and their real-world applications.

- This role will be based in Cleveland, Ohio, with approximately 25% domestic and international travel.
- Compensation will be commensurate with experience.

Responsibilities:

- Obtain *ECTI Export Compliance Professional* [®] (ECoP[®]) [certification](#) in EAR & ITAR.
- Maintain proficient knowledge of the ever-changing export controls regulatory landscape.
- Author, review, edit, or update scholarly articles for publication.
- Author, review, edit, or update training and reference materials, including core materials, slides, study guides, worksheets, workbooks, reference guides, flowcharts, examination questions, white papers, etc.
- Assist in the preparation and delivery of live in-person, live on-line, and asynchronous on-demand courses and trainings.
- Respond to student and customer inquiries and requests.
- Perform other related duties as assigned.

Skills & Qualifications:

- A bachelor's degree (minimum).
- The ability to take direction, seek assistance, solve problems, build relationships, and self-manage productivity in a remote work environment.
- Superior written and oral communication skills, including technical writing and public speaking, and the ability to represent the organization in public settings.
- 3+ years of experience pertaining to US export controls or other compliance functions, potentially including some of the following:
 - Monitoring compliance programs
 - Periodically reviewing organizational compliance with regulatory requirements
 - Identifying internal control weaknesses and providing input for policy and process improvements
 - Updating policies and procedures
 - Identifying, assessing, and communicating new or changing regulatory requirements
 - Performing timely compliance reviews of changes to products and services.
 - Ensuring that new systems, products, and processes comply with regulations
 - Reviewing advertising and sales correspondence for compliance with regulatory requirements
 - Supporting regulatory examinations and internal or external audits
- 3+ years of experience pertaining to the preparation and delivery of training, potentially including some of the following:
 - Developing compliance training for supported functions, lines of business, product teams, etc.
 - Conducting compliance training for supported functions, lines of business, product teams, etc.
- A demonstrated interest in international affairs, international economics, or related fields.

How to Apply:

ECTI is an Equal Opportunity Employer, committed to recruit, evaluate, employ, and promote candidates without regard to race, color, religion, age, gender identity or expression, protected veteran or military status, disability, or other legally protected status. All qualified applicants are encouraged to apply. Visa sponsorship is not available.

To apply, please complete our [Online Application](https://www.learnexportcompliance.com).