

Insight Global Education

Program Advisor

Location:

- Toronto, Ontario
- Other locations with large university communities can be considered

Application Deadline: June 24th, 2018

Duration:

- 4-month initial contract (August 15th to December 15th, 2018)
- Potential for renewal and/or upward mobility based on performance

Background:

Insight Global Education is a Vancouver-based social enterprise that designs and facilitates unique educational programming for North American secondary and post-secondary students. We currently run programs in Uganda, Ecuador, Costa Rica and Fiji. Our programs aim to help students better understand what it means to live, work and study in a developing country.

Position Summary:

We seek a highly motivated and results-driven individual who is passionate about international development, social business, education and travel. The Program Advisor will play a key role in increasing our brand awareness on post-secondary campuses and in attracting new students to our programs.

We provide a fun and exciting atmosphere, competitive remuneration, travel, and more. It's our intention to find a candidate who will excel in the position, and eventually transition to a more senior role within our company.

Key Responsibilities

- Source and enrol the right participants to fill our university programs as we expand our program offerings.
- Effectively execute our continually evolving recruitment systems, which includes, but is not limited to:
 - Reaching out to students by phone/text/email
 - Conducting informational calls with potential candidates
 - Supporting candidates through the process from interest to sale
- Effectively execute our continually evolving on-campus marketing strategies, which includes, but is not limited to:
 - Recruiting, training and managing a team of Campus Ambassadors
 - Conducting class presentations
 - Building strategic partnerships with relevant clubs/organizations
 - Hosting and attending events
- Actively provide feedback and support in developing improved recruitment processes

Requirements:

- Available to work 30-40 hours per week
- Experience travelling/living/working in a developing country (Previous participation in one of our programs is a plus)
- Highly motivated and goal driven
- Outgoing individual with excellent written and verbal communication skills
- Prioritization, time management and organizational skills
- Relationship building/management skills and open to feedback
- Demonstrable understanding of core themes in international development, social business, human rights, sustainability, and other issues areas in line with our programs
- Strong computer skills (experience with CRM systems is a plus)
- Recent graduate (Qualified part-time students will be considered)

Added Value:

- Sales or marketing experience
- Customer service experience
- Active and well connected within your community and local university campuses
- Understanding of university systems/procedures

The right candidate can expect to receive competitive remuneration / benefits and perks.

Submission Details: Please submit a cover letter and resume to jared@insightglobaleducation.com with “Program Advisor”, followed by your name, in the subject line. Submit your documents in .pdf file format.