



Insight Global Education

International Program Coordinator – Fiji

Location: Suva, Fiji

Duration:

4-month contract (January 14th to April 19th, 2019) with intention to transition to a permanent, full-time role that requires a year-long commitment (*please only consider applying for this position if you are prepared to commit to minimum one year abroad*).

Application Deadline: November 20th 2018 (accepting applications on a rolling basis).

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. We are not proponents of voluntourism, rather we believe in the transformative experiences of learning by observing, engaging and doing.

Presently, Insight seeks to hire and train a new team member, who will run our Semester in Development (SID) program based in Suva, Fiji. We seek a highly motivated individual who is passionate about international development, education and living abroad. The International Program Coordinator role is dynamic and involves working closely with university students in a facilitation and leadership capacity.

The International Program Coordinator will work directly with the Program Director in Fiji, learning how to effectively deliver the SID. It is our intention to find the right candidate who can excel in this position and transition to become a full-time Program Director by the completion of their first term.

Key Responsibilities

- Conduct program operations in Kampala
 - Planning and logistics
 - Management of program participants
 - Plan and execute program activities
 - Act as a facilitator/leader
- Work with the operations team to develop strategies for program enhancement before, during and after the program
 - Assist in the improvement of strategic program partnerships
- Communication and marketing
 - Resource development (desk-based projects)
 - Weekly meetings and communication with international team
 - Data entry
 - Social media
 - Blog posts, and more

Requirements

- Canadian citizen, or eligible to work in Canada
- Willing to relocate to Fiji in mid-January, 2019
- An undergraduate degree in a related field (international development, environmental sciences, social business, etc.)
- Experience living/working in a developing country (demonstrated work experience in international development or education with an emphasis on the global south/development will be a strong asset)
- Excellent written and verbal communication skills
- Demonstrable understanding of core themes in international development, climate change, and social issues
- Excellent computer skills, particularly in Microsoft Office, social media platforms
- Demonstrated experience working with students/youth in a leadership/facilitator role (confidence speaking in front of, and engaging with, a large group)
- Organized, “go-getter” attitude



Added Value:

- Additional language proficiency (French, Spanish, etc.)
- Graduate degree
- Photography/videography skills
- Website development
- First-Aid or wilderness training
- Experience using Hubspot, Photoshop, Wordpress and other platforms an asset
- Experience working for a start-up and/or social business

The right candidate will be fearless and eager to learn about the world, whilst empowering youth to learn about the world through experiences abroad. We are looking for someone who can contribute their passion for travel, international development and education to our programming. This person will be committed to delivering the best experiences for our program participants, whilst understanding the values of hard work and success.

Remuneration

The right candidate can expect to receive:

- \$1200 CAD per month
- \$100 USD stipend per month to cover work-related expenses
- International flights (round trip) once per year
- Accommodation abroad
- Travel insurance

*This position will only be offered to an individual who wishes to spend a substantial amount of time working in an international setting. Based on performance in this role, we hope to offer the right candidate a year-long contract in the salaried role of Program Director.

Submission Details: Please submit a cover letter and resume to ghazal@insightgloaleducation.com with 'International Program Coordinator', followed by your name, in the subject line. Submit your documents in PDF file format **by November 20th, 2018**. We will consider applications on a rolling basis.

Please note this will be a competitive position, and this will be the first, in multiple steps, in the application process. If you are not willing to complete all aspects of the interview/candidacy review, we encourage you to look elsewhere for employment.

This position is initially based in Suva, Fiji. However, you must be eligible to work in Canada in order to be considered for this role. International travel will be a regular aspect of this position.