

Insight Global Education

General Manager

Location: Vancouver, BC / some remote work possible

Duration: Continuing/Salaried

Salary: \$40,000 - \$48,000+ CAD salary – (full-time)

Benefits: Opportunity to opt in to company benefits after completion of probationary period

Submission details: Please submit a cover letter and resume to craig@insightglobaleducation.com, with 'General Manager Position' in the subject line. Documents will only be accepted in pdf format. Please ensure your resume/cv details your current skill sets related to the roles as described below.

Submission deadline: April 20th, 2019. Applications will be reviewed on a rolling basis, and this position may be filled prior to submission deadline.

Company Background:

Insight Global Education is a Vancouver based social enterprise that designs and facilitates unique educational programming and travel experiences around the world. We currently run educational programming in Uganda, Ecuador, Costa Rica, Fiji, Thailand and the Yukon, Canada, with potential projects beginning in additional locations. Insight began as a pilot university program in Kampala, Uganda in 2013, and has scaled into a multi-destination international education organization based out of Vancouver. The company is dedicated to fostering global citizens through innovative and immersive experiences learning experiences.

Anticipated Start:

This position begins May 1st, 2019 (or sooner subject to availability).

Position Summary:

We are seeking a highly motivated individual who will assist in the day-to-day management and operations of the company. The General Manager must be able to work effectively under tight timelines, be able to lead, and able to adapt to quickly evolving environments. This role will take on a variety of initiatives in all aspects of the fast-growing company, and we are looking for someone who can help move us forward. We are looking for someone who loves strategy and problem solving, someone who's able to inject creativity and new ideas into a team, and someone who can truly hit the ground running with minimal supervision.

Primary roles will include:

- Management and coordination of Insight's Office
- Communication with clients and stakeholders
- Data entry
- Financial reporting
- Payment Processing Support
- Writing and Analyzing reports

- Interview Support (both for prospective program participants and new Insight team members)
- Event Planning and Management
- Communications and Outreach
- Copy Writing / Editing
- Meeting Management, both teamwide and at the executive level
- Market Research Support
- Assisting in additional office related tasks

Additional roles may include:

- Facilitating workshops and seminars for Insight's stakeholders
- Travelling abroad to our existing locations, or assisting in scouting new locations
- Support enhancing our brand and communications strategy
- Working with the leadership team to further enhance team culture and employee satisfaction

As Insight's GM, you will drive structure and efficiency, while supporting many of the evolving components of the organization.

Requirements:

- Excellent computer skills, particularly in excel, word, all Google Drive platforms and dedicated CRM (Hubspot / Salesforce, etc.) experience
- Intercultural communication experience with various cultures/backgrounds
- Demonstrated flexibility in adapting to a wide variety of tasks and functions
- Exceptional written and time-management skills
- Experience working outside of North America, or, in a globally oriented organization
- Ability to public speak on behalf of the organization
- Demonstrated success in helping teams grow
- Experience working directly with youth
- Advanced understanding of international development, the UN's SDG's, and contemporary issues on a global stage
- Experience facilitating activities and workshops for teams and groups
- Interest/flexibility in travelling abroad and assisting Insight in delivering programming
- Previous record of accurate file management, both physical and digital

Preferences:

- Additional language proficiency (French, Spanish, Portuguese, Thai, etc.,) an asset
- Knowledge/experience with international student programming at the tertiary/secondary levels
- Facilitation experience
- Proficiency in photoshop/indesign, or a similar design based platform
- Experience working in a formal education setting (ie. High school, university, etc.)
- Understands the evolving/complex world of international education and tourism
- Any managerial experience a strong asset, especially in a start-up or educational context
- Understanding of social enterprise as a force for good, B-Corp certification, etc.