



PROGRAM COORDINATOR (2 positions)

ABOUT INSIGHT

Insight Global Education is a Vancouver-based social enterprise that designs and facilitates unique educational programming for secondary and post-secondary students. Insight delivers both global, through immersive travel experiences, and local, through our classrooms to communities initiatives, programming for high school and undergraduate students. Through our Connecting Classrooms to Communities initiative, Insight delivers educational experiences that enable high school and middle school students to meaningfully connect and collaborate with Vancouver based non-profits and social enterprises that are working in a variety of fields to support social justice initiatives. To learn more about our programming, please review our website: www.insightglobaleducation.com

POSITION SUMMARY

Insight is hiring two program coordinators who will join our programs delivery and operations team. Both positions will work closely with our high schools team, with one role focusing heavily on local programming and the other focusing heavily on our travel based programming.

POSITION DETAILS

Start Date: Available Now

End Date: August 15th, 2022, with possibility of extension for the right candidate, circumstances depending

Hours: 35-40 per week

Location: Vancouver, BC and remote (70% of the role can be home based, but applicants should either be in Vancouver or able/willing to relocate).

Compensation: \$18/hr

KEY RESPONSIBILITIES

Team members working in the program coordinator role will assist in the design, development and delivery of our educational programming. In addition, the program coordinator(s) will take on program facilitation and lead delivery, working directly with our student participants, over the summer months. As a part of the High School Programs team, you'll collaborate with colleagues on programs designed to educate students on a variety of global issues. Some key responsibilities include:

- Work with our High Schools Programs leadership team to assist in program planning, including scheduling and logistics and partnership development, outreach and coordination
- Liaise and communicate between Insight and partner schools, teachers, educators and stakeholders directly and indirectly involved in Insight programming
- Assist our travel programming team leads with program planning, including scheduling and logistics support, partnership development and coordination
- Lead and assist the facilitation and delivery of Insight's local programming through



- engaging activities and thought-provoking debrief sessions;
- Connect and coordinate with community partners that are supporting program delivery to ensure a positive student/chaperone experience;
- Communicate effectively and foster a positive relationship with the teacher chaperones assigned to your cohort, other facilitators and the High School team leaders;
- Ensure the safety and supervision of students at all times;
- Additional projects that contribute to the success of our local programs as needed.

ROLE REQUIREMENTS

- Be a current undergraduate student, graduate student, or recent graduate (within 3 years)
- Incredibly detail-oriented individual with demonstrated ability to balance multiple tasks
- Genuine passion for working with youth, to engage community, to work as a bridge builder, and to embrace experience based learning!
- Experience working with youth in a leadership/facilitator role
- Experience with program development and coordination (conference or event planning)
- Experience in event planning, coordination and management, with demonstrated experience coordinating multiple stakeholders
- Confident speaking in front of, and engaging with, large groups of people
- Self-motivated and able to organize and effectively manage schedules working remotely
- An understanding of topics within one or more of the program themes (Environmental Sustainability, Reduced Inequalities, Health & Well-Being, Diversity, Equity & Inclusion), as well as a familiarity with the United Nations Sustainable Development Goals

Preference may be given to candidates with backgrounds in the following areas of study:

- Education / Teacher Candidates
- International Development
- Political Science / Public Policy
- Environmental Studies / Sciences
- Geography / Earth Sciences
- Peace and Conflict Studies
- Indigenous Studies
- Health / Public Health
- Gender / Women's Studies
- Additional areas of study where relevant

APPLICATION SUBMISSION

To apply, please submit a **resume** in PDF format to Craig Vandermeer, (craig@insightgloaleducation.com). For questions or more information, please email us.

Applicants will be reviewed on a rolling basis. Only those invited for an interview will be contacted. If you are not already eligible to work in Canada, unfortunately we will not be able to consider you for this role based on program criteria established by the Government of Canada.