

Program Operations Coordinator

About Insight

Insight Global Education designs and delivers transformative travel programs for high school students across North America. Our experiences are rooted in the UN Sustainable Development Goals and focus on global citizenship, cultural exchange, and experiential learning. We partner with local organizations around the world to create immersive programs that challenge students to think critically, engage deeply, and grow personally. At Insight, we're a small, passionate team committed to shaping the next generation of globally minded leaders.

About the Role

Program Operations Coordinators play a central role in the delivery of Insight's international student travel programs. Each coordinator is responsible for program planning and delivery in specific travel locations. This is a fast-paced, detail-oriented role that requires strong intercultural communication skills, logistical acumen, and the ability to manage multiple projects simultaneously. Program Operations Coordinators report to the Operations Manager and work closely with the Client Engagement team to ensure seamless program delivery and a consistently high standard of service.

This is a full-time remote position. Occasional evening and weekend work is required, along with occasional travel to support in-field delivery or scouting.

Position Details

Start Date: N/A

Hours: Full Time

Location: Remote (must be based in Pacific, Mountain, Central, or Eastern time zone and eligible to work in the USA or Canada)

Compensation: \$55,000 - \$65,000+ commensurate with location and experience

Supervisor: Operations Manager

Paid Time Off: 15 days annually

Key Responsibilities

Program & Location Management

- Serve as the primary point of contact for your assigned locations.

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- Manage location-specific logistics, budgets, vendor relationships, and program proposals.
- Maintain current documentation and pricing tools for all of your locations.
- Track and manage program timelines.
- Ensure all programs are logistically sound, risk-managed, and aligned with Insight's mission and values.
- Collaborate with internal teams to ensure school expectations align with partner delivery and program content.

On-Call & Program Facilitation

- Participate in Insight's Crisis Response Team (CRT) as part of the on-call rotation during program delivery. This requires availability outside of regular working hours.
- Facilitate student travel programs as needed.

Reporting & Evaluation

- Track program performance and action feedback from schools, students, facilitators, and partners as needed.
- Contribute to post-program evaluations and internal process reviews.
- Flag trends, risks, or areas for improvement within your locations.

Other

- Other duties as assigned to support departmental or organizational goals.

Role Requirements

- 2-5 years of experience in project management.
- Demonstrated ability to manage multiple complex projects simultaneously.
- Exceptional attention to detail.
- Excellent organizational and time-management skills.
- Strong commitment to teamwork and shared success.
- Experience working remotely and independently.
- Availability for evening and weekend work during program delivery windows.
- Willingness and ability to travel (domestically or internationally), as needed.

Preferred

- Experience in experiential education or youth programs is an asset.
 - Familiarity with the UN Sustainable Development Goals is a plus.
 - A passion for cross-cultural learning, youth development, and mission-driven work.
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How to Apply

- Email your resume and a 2- to 3-minute video telling us why you are interested in this position to fio@insightglobaleducation.com.
- Apply by Friday, October 24, 2025. Please note that Insight will be reviewing applications on a rolling basis and reserves the right to close applications sooner than specified.