



JOB ANNOUNCEMENT: PARTNERSHIPS PROGRAM COORDINATOR

Position Overview

The Partnerships Program Coordinator is responsible for coordinating the quality, safety, sustainability, and economy of student programming run in partnership with secondary schools and universities by supporting staff, regional contacts, client relations, program development, risk management, and in-field programming.

Responsibilities

- Serving as the coordinator for a set of 20-30 customized student programs (“courses”). Assignment of specifics depends on program enrollment. To see examples of the 50+ schools and universities that have partnered with Dragons please visit the [Partners section](#) of our website.
- Working with Regional Program Directors, Country Coordinators, and in-field staff to support the development of course itineraries.
- Coordinating programming timelines for contracted and assigned partnership courses.
- Virtual scouting, researching, and conducting initial contact out to program stakeholders when new programming options are needed (e.g., lodging facilities, service learning partners).
- Assessing risk, liaising with the Risk Management Coordinator, and providing materials and information to partner schools that align risk management practices and protocols.
- Facilitating course-planning meetings with school administrators & chaperones, attending debrief meetings with partners at program end, and attending annual review meetings
- Supervising the course design and implementation process for all assigned programming
- Managing assessment and feedback processes for partnership in-field staff and overall programming.
- Supporting risk management response by being available to manage risk issues while courses are in-field.
- Organizing and delivering content during partnership in-field staff and other Dragons-sponsored trainings and providing ongoing mentoring to in-field partnership staff.
- Maintaining, updating, and distributing key partnership programming resources and curriculum for in-field staff.
- Co-creating with country coordinators and disseminating course-specific curriculum as requested by partners
- Building rapport and trust with and between partners and in-field programming staff vis-à-vis remote and in-person communication.
- Filling other roles & responsibilities as needed for the Programming Team, e.g., being a member of the Incident Response Team and being on-call for specified periods of time, coordinating with the Staffing Director on hiring needs, and communicating risk management expectations for specific partners with the broader team.

Required Knowledge, Skills, and Abilities

- Program administration experience (e.g., program direction/management/coordination, risk management, etc.)
- Experience working across a range of cultures

- Experience working as an instructor/field staff in a relevant field (e.g., experiential education, international guiding, youth programming, outdoor education, service learning, study abroad, etc.)
- Commitment to Dragons [mission, vision, and values](#)
- Commitment to justice, inclusivity, and equity as demonstrated by past job experience, personal activism, or other pertinent lived experience
- Ability to accept feedback gracefully and integrate it into system/process improvement
- High degree of autonomy, personal initiative, intrinsic motivation, and self-management skills
- Experience working collaboratively and effectively on diverse teams or with a diverse range of people
- Excellent written and verbal communication skills
- High proficiency with databases, spreadsheets, and email management systems
- Acknowledgment that the work of international and experiential education carries inherent imbalances with regard to issues of race, class, gender, privilege and power, and a commitment to nurturing a community of critical self-reflection and awareness of these themes and the way they impact our work

Preferred Knowledge, Skills, and Abilities

- Knowledge of and/or ability to interface with U.S. academic institutions and their cultures
- Ability to engender the trust and confidence of co-workers, students, parents, partners, and in-field staff
- Commitment to effective communication and nurturing healthy professional relationships
- Demonstrated ability to create and manage dynamic tracking and project management systems (e.g., customer relationship management, Salesforce, Asana, Wordpress, etc.)
- Strong understanding of working in challenging environments, particularly in international and remote settings
- Skillfulness in cross-cultural education, mentorship, conflict resolution, facilitation, and leadership

Terms and Remuneration

- Full time (40 hours/week) preferred, but open to part time
- This position can either be based in Boulder, CO or remote with an expectation to be available during Mountain Time business hours
- 2-4 weeks/year of travel (domestic and/or international)
- \$45,000 to \$60,000 USD annual starting salary range, commensurate with experience and location
- Benefits include health insurance, paid time off, 401(k), sabbatical, paid parental leave, paid time off for volunteering, bonus structure, & professional development opportunities. Further details are provided before second round interviews

Dragons is committed to immersive and responsible travel as a tool for breaking down barriers and enhancing understanding between people and communities around the world. We strive to continually increase inclusivity, equity, and diversity within our community of administrative staff, field instructors, students, and in-country partners.

Dragons is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, age, veterans' status, disability, pregnancy or union activity.

Interested candidates should complete our [Job Application Form](#), through which you will upload a PDF with a cover letter, resume, and list of three references. Candidates should make sure to address any pertinent experience, including professional and personal, that is relevant to this position.

Due to the volume of applicants expected, only those candidates selected for interviews will be contacted. If you have difficulty completing our Job Application Form (a Gmail account is required to access), email your cover letter, resume, and list of three references to studyabroad@wheretherebedragons.com.

Application Deadline: August 28, 2023