

## **Americans Promoting Study Abroad 2017 Summer Program Coordinator**

The 2017 Program Coordinator role is responsible for overseeing the design, development and management of APSA's unique study abroad and exchange programs. To perform the role of Program Coordinator, the candidate will require the following qualifications and skills:

- Fluency in English, working proficiency in Mandarin
- Background in education, study abroad programs and youth development
- Experience living abroad and currently based in China
- Strong leadership, organizational and interpersonal skills
- Maintain a professional work-ethic with keen attention to detail
- Proven problem-solving and conflict resolution abilities
- Experience working with youth and facilitating leadership activities
- Previous experience coordinating programs and activities for groups
- Strong financial management skills with an ability to set program budgets and monitor spending
- Experience establishing, updating and implementing operation procedures and training staff
- Ability to interact professionally and maintain effective, positive communications with a diverse group of stakeholders
- Ability to manage program finances and follow set budgets

### **Core Responsibilities**

The Program Coordinator will work directly with the Executive Director to prepare all program details and confirm the schedule prior to the groups arrival in Beijing. During the program they will be responsible for hosting the group of 15-20 high school students and be the main point of contact with our official program partners. The Program Coordinator is the key person responsible for ensuring smooth logistics each day and will immediately report any issues or challenges to the Executive Director. They will be supported by two/three APSA mentors/volunteers that they will schedule and delegate tasks to as needed. After the program, they will be required to complete detailed program and expense reports and submit their work to the Executive Director.

### **Essential Duties include:**

- Coordinate pre-program planning with the Executive Director
- Maintain positive, open communication with partner organizations
- Handle the overall coordination of logistics during the program
- Reside onsite with the students the entire duration of the program

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- Provide guidance and direction to fellow APSA staff
  - Facilitate hands-on cultural and language activities that empower students to navigate China's culture and people
  - Follow the set program budget, monitor spending, complete daily accounting and submit final expense report to the Program Manager
  - Contribute to the develop of APSA's activities and curriculum
  - Ensure student safety, monitor health issues as they arise and coordinating medical care as directed in APSA's program procedures
  - Write a daily summary of activities and submit to the Program Manager

**Program Location:** Beijing, China

**Hours per Week:** 40 hours/week (remotely & in Beijing)

**Work Term:** May 2017 - September 2017

**Compensation:** TBD

**Application:**

Email your CV / Resume and cover letter to [jennifer@apsaglobal.org](mailto:jennifer@apsaglobal.org)

Use the subject line: **2017 APSA Program Coordinator Application**

Upon review of your previous work experience and qualifications you may be asked to provide the following documents for further consideration:

**Follow-up Required Documents:**

1. 2 - 3 Letters of Recommendation
2. Criminal Reference Check
3. Copy of current Standard First Aid Certification (or Higher Medical Qualification)