

“Individually, we are one drop.  
Together, we are an ocean.” - Ryunosuke Satoro



## UNITED PLANET AMBASSADOR PROGRAM MANAGER

United Planet is looking for a volunteer Ambassador Program Manager for a minimum of 6 months to join our international team in Boston.. As a vital UP team member, the Ambassador Program Manager will help develop and expand our current Ambassador Program so that United Planet can reach out to new Ambassadors and Ambassador Clubs both in the United States and worldwide. This position involves a great deal of responsibility and impact within the organization.

### **Job Responsibilities:**

- Develop and implement innovative strategies to develop Ambassadors, Ambassador Clubs, and Ambassador Club Affiliates worldwide
- Develop relationships with people interested in acting as Ambassadors and forming Ambassador Clubs
- Build on-going relationships with Advisors to school clubs
- Develop, support, and coordinate application process
- Monitor and report on Ambassador progress
- Maintain quality control of program
- Connect Ambassadors through website, facilitate exchange and cooperation among worldwide clubs
- Support program development within clubs and encourage active participation
- Support marketing and PR efforts of Ambassadors
- Prepare essential literature for the program
- Maintain Ambassador pages on the website
- Work together with other departments to maximum program integration
- Coordinate speakers and events in Boston area to raise cultural awareness and brand recognition of United Planet

### **Qualifications:**

- Creative, Resourceful, Confident, Goal-oriented, and entrepreneurial
- Strong written & verbal skills needed
- International Experience and foreign language skills a plus
- Ability to work independently and with a Team
- Creative, Innovative, & Efficient
- MS office knowledge, especially Powerpoint

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- Language skills a plus
- Familiarity with social media and blogging
- Sales, marketing experience preferred
- Previous non-profit experience preferred

**Benefits:**

- Gain experience working on an international team.
- Work in a friendly and dedicated environment with regular and fun team activities.
- Learn what it is like to work for a fast-growing organization with contagious energy!
- Gain valuable and transferable skills.
- Office located in beautiful part of Boston, across from renowned Public Garden, in a historic building.
- Work closely and be mentored by experienced Managers.
- Help build a global non-governmental organization which will make an increasingly more positive impact in the world for many years to come.
- After completion of your time on staff at UP, you will receive the opportunity to participate in United Planet's International Volunteer (Quest) Programs at cost for life!

*Please send us a resume and a cover letter to [team@unitedplanet.org](mailto:team@unitedplanet.org)*

*(Please note that this is a volunteer/full time position.)*

*Visit our website: [www.unitedplanet.org](http://www.unitedplanet.org)*