

International Program Coordinators

United Planet is looking for Program Coordinators to join our international team. Coordinators will administer and develop our current international volunteer programs worldwide. We are seeking compassionate, globally minded, hard-working individuals with strong communication and leadership skills.

Job Responsibilities:

- Communicate daily with Country Coordinators around the world
- Prepare training materials for volunteers
- Coordinate and prepare outgoing and incoming volunteers
- Assist in improving volunteer management systems
- Promote United Planet programs both in the United States and abroad
- Assist as needed in other operations and programs

Qualifications:

- Excellent organizational skills and attention to detail
- Superb leadership and communication skills
- Experience in cross-cultural communication
- Demonstrated resourcefulness, confidence, and attention to detail in past experiences
- Previous volunteering or community service experience preferred
- Fluent English language skills

This is not your ordinary internship! You will play an integral role in the running of the organization while gaining experience and skills that you would not otherwise find in another internship!

Please send us your cover letter and resume to team@unitedplanet.org
Please note that this is a volunteer position.