

United Planet Volunteer International Coordinator - Long Term Programs

United Planet is searching for a Volunteer Program Coordinator for our United Planet Quest Team to coordinate and assist in the development of our Long-Term programs **for at least six months**. This competitive position requires a compassionate, globally minded, hard-working individual with strong communications and leadership skills.

Job Responsibilities:

- Communicate daily with Country Coordinators around the planet
- 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
- 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

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
(Please note that this is a volunteer position)
Visit our website: www.unitedplanet.org

As featured on CNN, United Planet (UP), an international non-profit organization, strives to create a world in which all people understand, respect, and support one another. United Planet's global network of leaders and volunteers fosters cross-cultural understanding and addresses shared challenges to unite the world in a community beyond borders. The underlying principle of our programs is the concept of Relational Diplomacy -- recognizing that the relationship between people of diverse backgrounds is the basic building block for uniting the world.