

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



United Planet Volunteer International Programs Coordinator - Short Term Programs (full-time)

United Planet is looking for a volunteer International Coordinator (short term programs) to join our Boston team for **at least six months, beginning about February 1, 2012**. This position requires a compassionate, globally minded, hard-working individual with strong communications and leadership skills.

Job Responsibilities:

- Communicate with Country Coordinators
- Communicate with volunteers, assist in international experience preparation
- Assist in strategy development
- Promote the programs to potential volunteers
- Work together with the Marketing Team to raise awareness of United Planet
- Assist in updating website information regarding related projects

Qualifications:

- Fluent English skills
- Strong written & verbal skills
- Creative, innovative, & efficient
- MS office knowledge
- International or travel experience required

Benefits:

- Gain experience working on an international team.
- Work in a friendly environment with international team members
- Work for a fast-growing organization with contagious energy!
- Gain valuable and transferable skills.
- Office located in a beautiful part of Boston, across from the renowned Public

11 Arlington Street, Boston, MA 02116
Local: 617.267.7763 | Toll-free: 800.292.2316 | Fax: 617.267.7764
Email: team@unitedplanet.org | Web: www.unitedplanet.org

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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 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.

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