



**Coordinator, Short Term Programs - INTERNSHIP**  
**(begins June 2017)**  
**(12 months, FT preferred)**

United Planet is looking for a Coordinator, Short Term Programs – INTERN to join our international team in Boston. This is a challenging and rewarding position which involves daily communication, advising, and coordination with potential and enrolled volunteers and parents as well as international coordinators in country. This is a great opportunity for those interested in gaining experience in the education abroad or non-profit field.

**Stipend available for commitment of 12 months and FT/nearly FT.**

**Summary/Objective**

Coordinate international volunteer programs for outgoing volunteers and assume other projects.

**Responsibilities:**

**Main Responsibilities:**

- Advise - potential and enrolled volunteers and parents of volunteers (via email and phone)
- Conduct pre-departure trainings via web or in-person
- Communicate with local coordinators based internationally
- Coordinate international experience preparation and logistics
- Work closely with university and other group partnerships

**Other Responsibilities:**

- Assist with program development and other projects as suited to your skills and interests, and the needs of the organization
- Assist in updating website and other materials regarding related projects
- Work together with the Marketing & Communications team to raise awareness for our activities

**Requirements:**

- International experience required
- Fluent English skills
- Strong written & verbal skills
- Strong customer service skills
- Self-starter, can work well independently
- Detail oriented and well-organized
- Creative, innovative, & efficient

**Benefits:**

- Gain valuable hands-on experience in the education abroad field.
- Gain experience working on an international team.
- Develop professional intercultural communication skills.
- Work in a friendly and dedicated environment.
- Gain valuable and transferable skills.
- 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!

**To apply**

Please forward cover letter and resume to Jonathan Hass, Human Resources Manager,  
team@unitedplanet.org