



GPI US Assistant Head Coordinator

The mission of GPI US is to empower today's youth to thrive in a global world through educational study abroad programs. Our top-quality programs challenge, inspire, and educate our students to be better prepared for globalization. Many of our programs deal with global issues, leadership, cross-cultural understanding, problem solving, and communicative English. We aim to maximize our students' experiences through thought-provoking seminars, engaging classes, excursions, conversations with peers, and practical discussion.

GPI US is seeking an Assistant Head Coordinator who is interested in creating a positive experience for Japanese high school students learning in the New York City area. Interest in global education and experience working in the travel industry or event planning is a plus.

Duties Include:

- Functioning as assistant to the Head Coordinator and assisting in any necessary manner to ensure successful execution of program, including subbing in for the Head Coordinator if necessary
- Acting as an empowering mentor and role model to Japanese students throughout duration of program
- Operating effectively in conjunction with the Head Coordinator as a co-leader in a team environment
- Assisting the Head Coordinator with all program logistics, including but not limited to: confirming all transportation, meal, accommodation, and activity reservations, communicating with external service providers and on-site contracted staff, and filling in as discussion leader or other positions if necessary
- Delegating responsibilities to on-site contracted staff in cooperation with the Head Coordinator
- Managing coordinators, discussion leaders, and other on-site contracted staff to ensure they are fulfilling their hired role, and establishing/maintaining open communication so everyone knows where to be/when to be there throughout the program
- Maintaining responsive and open communication with GPI Staff throughout the program
- Taking initiative in leading discussions to help students improve communication skills, critical thinking skills, problem solving skills, cultural and global awareness
- Being confident and working in conjunction with the Head Coordinator to make quick decisions, handle emergencies, and act as liaison between Japanese teachers/escorts and GPI US staff
- Being flexible and able to work 12+ hour days during all consecutive program days

Requirements:

- Applicants should have an interest in education, international cultures, global issues, travel, and Japan.
- Applicants should have knowledge and understanding of Japanese culture.
- Ability to speak English and Japanese is a plus.
- Applicants must be familiar with the NYC area and feel confident navigating the public transportation system while leading students.
- Applicants must be confident and responsible for managing university students, guest speakers, facilitators, discussion leaders, and 40+ Japanese high school students and their Japanese teachers while acting as main contact for all aspects of program.



Compensation:

Ranges depending on length of program, but approximately \$1,100 - \$1,600 for a 5-7 day program.

Dates:

GPI US has several openings for the Assistant Head Coordinator position during March, July, and August 2020; specific dates will be released in the coming months.

To Apply:

Please email a resume and cover letter to Allison Medoff at allison@gpius.net. For more information about GPI US, please visit our website at www.gpius.net or our Facebook page at www.facebook.com/gpiusinc.