



## **GPI US Head Coordinator Job Description**

The mission of GPI US is to empower today's generation 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 students' experience through thought-provoking seminars, engaging classes, excursions, conversations with peers, and practical discussion.

GPI US is seeking a Head Coordinator who is interested in creating a positive experience for Japanese high school students studying in San Francisco Bay Area. Interest in global education and experience working in the travel industry a plus.

### **Duties Include:**

- Be able to engage in discussions to help students improve communication skills, critical thinking skills, problem solving skills, cultural and global awareness when needed
- Empower Japanese students during evening recap/reflection
- Manage English Speaking Coordinators/Discussion Leaders and all aspects of the program as it is running from double checking bus reservations, paying for restaurant bills, delegating instructions, to filling in as discussion leader if needed
- Work effectively as a leader in a team environment
- Be confident in making quick decisions, handling emergencies, acting as liaison between Japanese teachers/escorts and GPI US staff
- Being flexible and able to work 12+ hour days while program is in session

### **Requirements:**

- Applicants should have an interest in education, international cultures, global issues, travel, and/or Japan
- Applicants should have knowledge and understanding of Japanese culture
- Ability to speak English and Japanese a plus
- Applicants must be familiar with the SF/Bay area and feel confident navigating the public transportation system and leading students
- Applicants must be confident managing English Speaking Coordinators and 30+ Japanese high school students while acting as main contact for all aspects of program

### **Compensation:**

- \$300 per day

GPI US has several openings for Head Coordinator position during March and early April 2020.

**To Apply:** Please email a cover letter, resume, and references to Kiyoshi Mana at [kmana@gpius.net](mailto:kmana@gpius.net). For more information about GPI US, please visit our website at [www.gpius.net](http://www.gpius.net) or our Facebook page at: [www.facebook.com/gpiusinc](https://www.facebook.com/gpiusinc).



**Programs & Dates:**

**Program 1:**

March 21-29

Location: Berkeley

**Program 2:**

March 25-26

Location: San Francisco

**Program 3:**

March 22, 27, & April 4

Locations: San Francisco & Davis

**Program 4:**

March 21, 27, 28, & 29

Location: Sacramento, Berkeley, Stanford