



Smaller Earth Program Coordinator

Overview

Smaller Earth is seeking to recruit an experienced and highly motivated individual who will establish and administer Work and Volunteer programs in the US.

Smaller Earth provides meaningful work & travel, volunteer, and travel programs which enable participants to enrich their lives, experience growth and develop themselves, whilst having a positive impact on the lives and environments of others. Our mission is to show that international work and volunteering can have a positive impact on the traveler in terms of self-development, in addition to positively impacting the community in which they choose to serve.

Smaller Earth works in conjunction with carefully selected global partners who share values of cultural exchange, individual development, and significant and diverse contributions to communities and projects. With a focus on these values, Smaller Earth offers a wide assortment of high quality travel programs to participants, independent of age, background or previous travel experience.

To apply send an email of your CV with a covering letter to b.weinberger@smallerearth.com.

**Closing date for applications is noon on Friday the 17th of September.
Interviews will be held on Wednesday the 29th of September in Stamford, CT.**



Job Description: Smaller Earth Program Coordinator (US)

Summary of the post

- Responsible for establishing and administering the Work and Volunteer (WAVE) programs in the US.
- Working closely with the Global Marketing Team to implement the WAVE Marketing Strategy in the US.
- Conducting market research and developing new US outbound WAVE programs in conjunction with the UK Business Development Team.

Status: Full-time, salaried position reporting directly to the Business Development Manager in the UK head office.

Salary: Range \$31,000 to \$44,000 plus bonus.

Benefits: Health benefit contribution and international travel opportunities.

Location: Smaller Earth US office (Stamford, CT).

Responsibilities include

- Establishing the existing WAVE programs in the US market.
- Administer applicants.
- Providing customer service to applicants.
- Developing and improving customer service procedures.
- Working closely with Smaller Earth US team to help with the promotion of WAVE programs.
- Manage and deliver all marketing activity within the agreed budget.
- Successfully market company products and services to the appropriate market; whether B2B or B2C, and in line with company targets.
- Fully embrace and actively promote the mission, vision and values of the business and ensure that these are reflected through the presentation of products and services to existing and potential clients.
- Be aware of and stay up to date with knowledge of competitors' products and services.
- Conduct market research to identify market requirements for current and future products and analyze potential strategic partner relationships for such products and services in the US market.
- Produce reports and analysis as and when required.



Skills, experience and qualities

- Experience within a company in a related industry sector
- A strong understanding of customer and market dynamics and requirements
- Work in a global team of professionals
- Able to respond well to pressure
- Prepared to travel, both domestically and internationally
- Think creatively and foster innovation
- Interested in what motivates people and able to inspire people to action
- Commercial awareness
- Product knowledge
- Excellent communication skills and diplomacy
- Strong IT and processing skills
- Able to make and justify decisions
- Possess strong negotiating and persuasive skills
- Able to prioritize and multitask
- Build trust, value others, drive execution, focus on the customer, collaborate with others, solve problems creatively and demonstrate high integrity
- Maintain professional internal and external relationships that meet company values
- Act in the long term interests of the company

For additional information contact Bastian Weinberger by email b.weinberger@smallerearth.com or by calling +44-151-702-6808 Ext. -123.