

Position Information	
Position Title:	Program Specialist
Name of Department:	Centre for Executive Education
Location of Position:	UPEACE Headquarters, San José, Costa Rica
Start date:	TBD (November, 2017 preferred)
Length of Appointment:	1-year contract, with potential contract renewal for future years.
Statement of Qualifications	
Essential Qualifications for the Position:	<ul style="list-style-type: none"> - Bilingual or fluent in Spanish and English - University degree (preferably in international relations, marketing, business administration) - 2-5 years experience, preferably in a fast-paced, multicultural environment
Knowledge	<ul style="list-style-type: none"> - Knowledge of core themes covered by the Centre and it's programs considered a plus
Abilities and Skills	<ul style="list-style-type: none"> - Strong personal skills and a desire to meet new people and interact with different cultures - Self-directed, attentive to detail and a team player - Commitment and a sense of personal dedication to the role of education, social innovation, and global competency in our ever-changing world - Able to travel and manage a flex schedule that requires evenings and weekends when we run courses - Physically fit enough to lead short hikes and maintain energy throughout field visits - Experience with marketing a plus
Personal Suitability	<ul style="list-style-type: none"> - Out-going and comfortable meeting new people - Leadership abilities and comfort in front of a group - Self-directed, attentive to detail and a team player

	<ul style="list-style-type: none"> - Ability to work a flexible schedule, including some weekends, evenings and travel
Job Description	
<p>General Responsibilities for the Position:</p>	<p>The Program Specialist will be a key team player in our organization. She/he will be responsible for hosting group courses in Costa Rica, as well as contributing strongly to marketing and new business development for online and onsite course offerings. During group programs, the Program Specialist will serve as a cultural interpreter, guide, teacher, and all-around point person for incoming groups. In our hands-on, entrepreneurial context, everyone pitches in on all efforts, and it's important to note that we expect the right candidate not to limit themselves to the bullet points below, but to be constantly looking for new and innovative ways to push beyond this in the best interests of the Centre.</p>
<p>Specific Responsibilities for the Position:</p>	<ul style="list-style-type: none"> - <i>University Groups</i> <ul style="list-style-type: none"> * Guide incoming visiting university or other groups on field visits and travel in Costa Rica; conducting debriefs and/or short presentations to engage the students and help them understand digest learning materials; serve as primary translator on field visits and during meals/travel; travel as needed within Costa Rica. * Seek out and cultivate relationships with local organizations and businesses that can provide field visits or serve as speakers for visiting groups in different areas and topics * Arrange group logistics including hotels, meals and transportation as needed - <i>Professional Development workshop</i> <ul style="list-style-type: none"> * Provide support and actively engage with incoming participants in professional development workshops, from pitching in with coffee breaks to leading campus tours and helping participants understand how they may further engage with UPEACE moving forward - <i>Social Media Marketing and Management:</i> <ul style="list-style-type: none"> * Day-to-day management of Facebook, Twitter and LinkedIn, including course announcements, updates on on-going Centre

	<p>activities, and thematic ‘thought leader’ posts</p> <ul style="list-style-type: none"> * Social media marketing of online and onsite courses, including promoted posts, sidebar ads and events - <i>New Business Development</i> <ul style="list-style-type: none"> * Help seek out and cultivate potential partners and collaborators for online and onsite courses - <i>Marketing and advertisements</i> <ul style="list-style-type: none"> * Find new venues and maintain current marketing channels for all Centre courses, including websites, FB groups, newspapers/magazines and more * Direct email marketing to our database - Represent the Centre at selected fairs and outside events
Salary	USD\$1,200 – US\$1,500 (depending on experience and qualifications)

TO APPLY:

By **October 11, 2017**, please send a copy of your resume, in English, and answers to the questions below to jobshr@upeace.org, in reference to position #2100

In lieu of a traditional cover letter, please answer the questions in 600 words or less (for all three responses). Please note that for question 2, you may choose to answer a. or b. depending on your experience.

1. Please tell us a bit about yourself and what attracts you to this position.
2.
 - a. Tell us about a partnership or program that you were instrumental in developing. What was your role in its creation, and how did this help further the goals of your business or organization?
 - OR
 - b. Alternatively, tell us about a marketing campaign that you were instrumental in putting together. What was it for? Who was the audience and what was the impact of the campaign? What was your role?
3. Now a fun one: Share with us the social media post you made in the past year, whether personal or professional, that received the most likes and/or comments. Why do you think it was so popular? What would you do differently if your goal was to interact with as many people as possible?