Global Nomads Group
Connecting Youth Across Difference and Distance

OUR MISSION
To help create a just world in which every person’s inherent worth and dignity is honored.

WHAT WE DO
Global Nomads Group offers perspective-shifting experiences designed by youth for youth.
Youth connect with their global peers virtually to explore and respond to the issues they care about most.

WHAT WE VALUE
- Personal well-being
- Personal growth
- Professional learning
- Collaboration
- Problem solving
- Excellence

OUR PROGRAMS
- Language learning through virtual cultural exchange
- Free online courses created by youth, for youth
- Virtual curriculum development internship for youth

WHAT WE OFFER
- Comprehensive Health + Wellness Benefits
- Organization-led Professional Development
- Global Team
- Regionally Competitive Salaries
- Supported Flex Work Arrangement

EQUITY STATEMENT
Global Nomads are a multicultural and multinational group of individuals from diverse backgrounds, abilities, and perspectives. We value the varied experiences of our colleagues and are inclusive of all members of our team in producing the best work products. We seek applicants who will contribute to our goal of building a strong, diverse, and thriving organization that is capable of producing outstanding results as it grows. We are an equal-opportunity employer.

To learn more about us, visit www.gng.org
Global Nomads Group is hiring a Program Coordinator (x3)!

JOIN OUR JOURNEY!

We are currently hiring for **three program coordinator positions** in three different GNG programs. For details about each position, please review the next page of this job post.

Global Nomads Group seeks three self-motivated and highly organized program coordinators to play key roles in the success of our current and future programs. As program coordinator, you will collaborate closely with the programs team and all other relevant supporting staff to deliver on the organization’s mission and support organizational needs as they arise.

WHAT YOU’LL DO

- Coordinate program implementation to meet targets and achieve goals
- Communicate regularly with program implementers and/or participants to support the progress of our programs and ensure positive and impactful experiences
- Support in the creation of dynamic content for program implementers and participants
- Monitor program progress, tracking data and impact through monitoring and evaluation activities
- Design processes and operations to systematically incorporate youth input, creating a supportive environment for youth-driven work
- Exercise patience, persistence, flexibility and adaptability; seek and respond to feedback with humility, and center marginalized communities in every aspect of our work

YOU MUST HAVE

- 2+ years of work/educational experience that is directly applicable to this role
- 1+ years of project coordination experience
- Comfort utilizing technology and learning various programs
- Spoken and written English language fluency

WE’D LOVE IF YOU HAVE

- 1+ years teaching experience
- Ability to travel both domestically and internationally

SCHEDULE

As an international team that values collaboration, we ask that all staff be available for meetings at the following times, **regardless of their location**:

- Monday through Thursday between 7-9 am CT (MX) / 9-11am ET (US) / 4- 6pm EET (JO)
- Occasionally between 6-10 am CT (MX) / 8 am-12pm ET (US)/ 3-7pm EET (JO)

The remaining hours of your work day are flexible and will be coordinated with your supervisor.

DON’T MEET EVERY REQUIREMENT?

We know that people come with all types of experience and talent beyond just the technical requirements of a job. If your experience is close to what you see listed here, please still consider applying. Give us the chance to get to know you!

COMPENSATION

**Mexico**: 25-30k MXN/month  
**Jordan**: 1,270 JOD/month  
**Other locations**: We calculate country-adjusted salary ranges based on several factors including salaries at comparable nonprofit organizations.
Global Nomads Group
Program Coordinator Position Descriptions

Position # 1: US-MX Language Exchange Program Coordinator
The US-MX Project (Language Learning through Overcoming Bias) is a second-year project in which youth explore how they internalize and form biases and how they can work to overcome them. Language learning activities provide youth with an opportunity to reflect on how language works and how it connects with the issue of bias.

In this position, you will focus on 1) managing a new, innovative virtual, classroom-based exchange program for youth between the ages of 12-18 from Mexico and the United States, 2) supporting the design and delivery of educator implementation training for the exchange, and 3) supporting educators as they implement this exciting new program.

This is a full-time, remote position, located in Mexico, reporting to Cindy Macedo (Program Manager).

Position-specific requirement: Fluency in written and spoken English and Spanish (B2 CEFR or higher).

Position # 2: Student to World Program Coordinator
Student to World uses youth storytelling to bring social issues to life through day-to-day realities. Each online course – designed for youth by youth – provides an age-appropriate introduction to pressing issues. Youth participants share their own stories in the courses and participate in moderated live conversations, offering real, lived experiences and a broad range of perspectives.

In this position, you will focus on 1) supporting the implementation of our Student to World program to ensure that youth have the best possible experience with our content and their peers, 2) developing new opportunities and pathways for youth while coordinating special projects to increase our reach and further our mission and, 3) learning multiple aspects of the organization, collaborating across departments, and leveraging CRM, data, and project management platforms and tools.

This is a full-time, remote position, flexible location, reporting to Cindy Macedo (Program Manager).

Position # 3: Content Creation Lab Program Coordinator
The Content Creation Lab (CCL) is a unique virtual internship for young people around the world. In this program, interns ages 11-23 collaborate in multinational teams to design and produce original social justice curricula for online, classroom, and community learning environments.

In this position, you will work closely with the Chief of Programs and Learning, the CCL Program Manager, CCL Intern Coordinator(s), youth interns, and other staff to coordinate this dynamic and complex youth-led curriculum development program.

This is a full-time, remote position, flexible location, reporting to Katie Cox (Program Manager).
Global Nomads Group
Application Instructions

RECRUITMENT PROCESS
1. **Apply:** Tell us your story and why you’d be great in this role.
2. **Organization alignment interview:** Learn more about our organizational values and make sure you’re excited about them.
3. **Simulation exercise:** Demonstrate your abilities and approach to the work.
4. **Role alignment interview:** Get concrete and show us all the ways your experience and skills have prepared you for this role.
5. **Reference checks:** This is our due diligence and a chance to learn a bit more about you from those who know you well.

TO APPLY
**Click here** to submit your cover letter and resume. There will be a prompt to let us know which role(s) you’re interested in.

As part of our ongoing commitment to diversity, equity, and inclusion, Global Nomads aims to recruit a staff that reflects the demographics of the youth who participate in our programs. We particularly welcome applications from people with disabilities, from Latin America, and from South Asia.

NOTE
All applications will be reviewed on a rolling basis and the position will remain open until filled. Due to the large volume of applicants, we are only able to contact those candidates selected for an interview. No phone calls, please.

Apply by August 6, 2023 to be reviewed in the first round of applicants.