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## Global LAB's International Leadership Program is seeking a Program Manager

### Job Description:

Global Learning Across Borders (Global LAB) - [www.global-lab.org](http://www.global-lab.org) – seeks a part-time Program Manager to work with the International Leadership Program (ILP). The ILP is a ten-month group fellowship providing underserved New York City public high school students the knowledge, skills, and support they need to make a positive difference in today's global society. The program includes a series of hands-on interactive workshops and trainings in New York City, a multi-week cultural immersion and service experience in a non-Western country, and culminates with every student's implementation of a leadership project in his/her school or community resulting in local impact.

### Program Manager's Roles and Responsibilities:

The individual will report to Global LAB's Director of Programs and be responsible for the following:

- Coordinate and assist with facilitation of all NYC workshops and trainings for students, teachers, parents, and program staff. Assist with designing the ILP 2012 program curriculum.
- Manage student admissions process to ensure that high quality applicants are selected.
- Responsible for enrollment and on-boarding process to ensure that all information is collected.
- Act as the liaison between the students/parents/teachers and ILP. This includes supporting Teacher Advisors, visiting schools, communicating effectively with all constituents, etc.
- Oversee student fundraising and leadership projects. Manage school and student payments.
- Create and implement strategy for ILP blog and manage social media.
- Co-lead the international immersion portion of the program. Assist with hiring program leaders.
- Manage all ILP program and travel logistics.
- Assist with ILP fundraising events as necessary.
- Assist with the assessment and evaluation of the program.
- Assist the ILP Team with other ongoing projects and assignments as requested.

### Qualifications:

- Bachelors Degree required, Masters degree in International Education or similar field preferred
- Experience with youth development programs and/or international education
- Experience working with urban, low-income and underserved student population preferred
- Excellent written, verbal, and intercultural communications skills
- Extremely well organized, detail oriented, flexible, and able to manage multiple tasks
- Results driven; ability to take initiative and work effectively both independently and with a team
- Proficient in Microsoft Office; Web savvy
- Commitment to the ILP's mission and goals
- Spanish proficiency preferred

Salary will be commensurate with the qualifications and experience of the individual selected.

**To Apply:** Interested candidates should email a cover letter and resume to John Eastman at [john@global-lab.org](mailto:john@global-lab.org) by November 23, 2012.

*Global LAB welcomes members from all groups and does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, gender, gender identity, national origin, or disability in its educational programs, activities, and employment practices.*