

## Position Available: **International Trips Coordinator - Bilingual**

*Are you a person who enjoys challenges and making a difference in the world?*

Leaders Today is a world renowned youth leadership organization, delivering innovative local and international training experiences to more than 350,000 youth every year. We bring our hands-on programs to schools and communities around the world, providing opportunities for both young people and adults alike to travel and learn through life-changing international volunteer trips. Founded in 1999 by international spokespeople for change, brothers Craig and Marc Kielburger; Leaders Today is now the worldwide leader in empowering youth with leadership education, inspiration and action tools.

Leaders Today is seeking an **International Trips Coordinator** who is **bilingual** in English and French. The candidate will coordinate the logistics of volunteer and leadership trips to inspire, engage, and educate youth through an international experience.

The position is based out of Leaders Today Office in Toronto (225 Carlton Street) with an immediate start date. A minimum two-year commitment is required. We offer an internship salary of \$1250/month for the first three months along with free shared accommodation. If housing is not required, we provide a monthly travel allowance. Upon completion of the three-month probationary period, the stipend increases to \$1350/month and staff are offered health benefits, an Employee Assistance Program and professional learning opportunities through the Staff Professional Development Plan.

### **Roles and Responsibilities of an International Trips Coordinator**

The duties of this position include, but are not limited to, the following:

- Consistently contact youth and their parents to assist them with preparing for their trip via emails, phone conversations, presentations, and airport pick ups and drop offs
- Register participants with the Embassy, collect all medical, health insurance, and dietary information pre-departure
- Create content for packages and promotional material for trips to all countries we travel to
- Assist in developing and implementing marketing strategies
- Facilitate workshops and presentations to engage youth and promote Leaders Today programs
- Assist with coordinating Summer Leadership Academies in Toronto and BC
- Answer emails about Leaders Today programs for interested youth and educators
- Work with schools to develop tailored programs that enhance leadership development and volunteerism through an international experience
- Follow up with evaluations of our programming and offer a support network for participants after the trip in consultation with the trip facilitation team
- Carry out general office tasks, special projects and other duties as required

### **Qualifications**

The ideal candidate should encompass the following skill sets:

- Bilingual in English and French
- Strong organizational and administrative skills
- Demonstrated leadership skills through academic, professional or personal life
- An ability to work inclusively with people of diverse backgrounds, interests and abilities
- Proven ability to take initiative and manage high-stress situations
- Excellent oral and written communication and public speaking skills
- Possess a degree preferably in Political Science, Economics, International Development/Relations, or another related field
- Positive attitude and ability to work as a team player and work well independently
- Ability to multi-task in a demanding and fast-paced work environment



- Excellent written and oral communication and public speaking skills
- Experience working with basic word processing and financial software (e.g., Microsoft Word, Microsoft Excel) and knowledge of databases
- International travel experience
- Must possess a valid driver's license
- Must be eligible to work in Canada

If you think you would be an ideal candidate for the position, email your cover letter and resume to [hr@leaderstoday.com](mailto:hr@leaderstoday.com). Leaders Today is an equal opportunity employer committed to diversity and welcomes all interested parties to apply.