

Dubbed by Forbes as the “leadership approach to disrupt thinking, then business” and by Stanford as the “future of higher education,” THNK School of Creative Leadership is the antithesis to conventional professional programs. We’re a purpose-driven social enterprise, creating experiential and transformative leadership programs to develop creative leaders capable of delivering innovative solutions to the world’s greatest challenges.

As a Program Coordinator, you play an important role in the preparation and delivery of THNK’s programs – with a strong emphasis on the behind-the-scenes logistics and planning. You work closely with the program directors and faculty and play a crucial role in supporting them in the design, preparation, and delivery of our programs, while ensuring high-quality experiences for all participants.

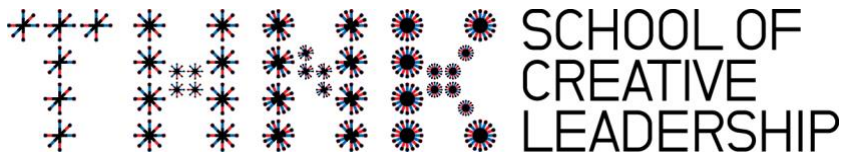
RESPONSIBILITIES:

- * Collaborate with program directors and faculty to organize THNK’s programs
- * Create program schedules, preparation timeline, budgets, reports, brief faculty and manage deadlines
- * Manage faculty, coaches, and external speaker’s scheduling and activities
- * Support the delivery of in-person programs, such as: location booking, organizing the catering and activities, supplies, as well as the preparation of program material
- * Support the logistics and delivery of our online programs via Zoom and Teams, and offer first-line technical support to participants
- * Collaborate with faculty to codify learnings from programs
- * Collect participant feedback and prepare evaluation reports
- * Be the first point of contact for participants, draft emails, and create content for online platforms.
- * Work cross-functionally with finance, marketing and other teams at THNK to ensure the smooth running of THNK operations.

COMPETENCIES:

- * You are excited about THNK’s mission and you share our values
- * You have relevant work experience in event/project coordination, or in a similar role
- * You are used to working in a fast-paced, international environment where there is ongoing change
- * You are organized, detail-oriented, and you seek to continuously improve
- * You are a great communicator with excellent interpersonal skills
- * You are resourceful and self-directed to consistently deliver
- * You are proactive and eager to learn and share
- * You have a keen interest in creativity as well as innovation education and processes
- * You are interested in self development and are keen to openly discuss your limiting beliefs and working towards improvement with your team

If you apply for this role, whether you are successful or not, we will store your application and data in our system for a maximum period of one year from the application date in case another role becomes available that you are suitable for. If you have any questions or concerns about us storing this data and/or the period of time, please contact us at hr@thnk.org and we will respond to you within 30 days.



If this sounds like you, please email hr@thnk.org with your resume and a short cover letter in PDF format. Kindly note that applicants must have the right to work in the EU prior to applying for the position.

Deadline for the application: January 31st 2022

We are proud of the diversity at THNK, and continually seek diverse perspectives to enrich our team. We are committed to being an equal opportunity employer and encourage everyone to apply.