



Position: French Program Coordinator

Location: Remote

Job Type: Independent Contractor

About US

Clonlara School is a nonprofit, K–12 private school that serves more than 2,000 students around the world through our Campus and Off-Campus Programs. Our mission is to transform education on a global scale through a highly personalized approach that fosters authenticity, autonomy, and joy in the learning process. We are truly a global, strengths-based learning community.

Currently, we have an opening for a **French Program Coordinator**. Join us in our mission to revolutionize education and empower lifelong learners.

About YOU

You are a dynamic and results-driven individual with a passion for alternative education. You thrive in a collaborative environment and enjoy finding creative solutions to challenges. You can successfully coach and mentor others to be their best. You are well-organized, pay attention to detail, and have a proven track record of driving results and achieving objectives. Your experience in education, especially alternative and personalized learning, allows you to work effectively with families and advisors to communicate Clonlara's educational philosophy.

Your Role

As the French Program Coordinator, you will serve as the link between our French-speaking contractors and other departments within the organization, ensuring seamless communication and collaboration. In addition to this, you'll be instrumental in driving marketing efforts and meeting enrollment goals for the program. Your responsibilities will include hands on coordination of the team as well as strategic planning to drive efficiency and success.

Responsibilities

Program Coordination services.

The Contractor will assist and advise Clonlara School's International programs, in contractors home market accordingly to their time zone, for the duration of the academic school year, including:

- Assisting the organization in developing research and business strategy for the local target market, supporting the annual strategic planning process, and ensuring alignment with organizational priorities and goals.
- Supporting the organization in understanding the local culture and foreign education systems.
- Working with learners and their parents to explain Clonlara School's system of keeping record of learning in their native language.
- Working with learners and their parents to understand the American education system.
- Report monthly to the Programs Manager.



- Use software and systems Clonlara has adopted.
- Advise Programs Manager on hiring needs for local growth of the program.
- Consult Programs Manager on project completion of services of other contractors within local market ensuring they are performing in line with their scope of work and Clonlara's Standards of Services.
- Support the Operations department and ensure all expenditures, including contractor pay, are within the Program's budget.
- Work with Director of Admissions to oversee ongoing customer service and data collection.
- Addressing customer concerns and resolving complaints.

Admissions Representative related services

The Contractor will assist and advise the Director of Admissions, in contractor home market accordingly to their time zone, for the duration of the academic school year, including:

- Identifying potential families through networking and following leads.
- Arranging meetings with potential and existing families to present Clonlara's services.
- Highlighting program benefits and key features to inquiring families to determine educational match.
- Building and maintaining solid working relationships with both new and existing families.
- Following up with customers to inquire into whether Clonlara meet their expectations.

Marketing Consultant related services.

The Contractor will assist and advise the Marketing and Communication Department, in contractors home market accordingly to their time zone, for the duration of the academic school year, including:

- Assisting Clonlara's Marketing and Communication Department in identifying target markets based on an understanding of the local needs.
- Creating a strong and clear presence in local target market by positioning Clonlara as an authority in personalized learning.
- Providing enrolled parents and learners with Clonlara communications translated in their dedicated language.
- Translating and distributing marketing materials to prospective families through appropriate online and offline channels, including virtual and in-person events.
- Maintaining a strong and clear Clonlara presence on social media, using the organization's active accounts.
- Ensuring that the information presented in the program's website and electronic communications is accurate and that their function and design are kept updated.
- Agreeing to a mutual schedule to provide status updates on work done.
- Adhering to Clonlara's branding and style guidelines.



This is an overview of the expectations for this position. A more detailed description of this role will be provided during the interview process.

QUALIFICATIONS

The ideal candidate will have completed a Bachelor's or Master's degree in administration or education and have a minimum of three years of experience in education, business, or non-profit administration; or an equivalent combination of education and experience sufficient to successfully perform the responsibilities and requirements of the job as listed above.

- Home education experience or knowledge is desired.
- The ideal candidate will have demonstrated the following attributes and abilities:
- Team building success: Managing and motivating staff, as well as recognizing and supporting talent. Also, the ability to accept direction from supervisors.
- Command of the French and English language, verbally and in writing.
- Strong interpersonal, collaborative, relationship-building and negotiating skills.
- Active Learning - updating and using relevant knowledge, including understanding the implications of new information for both current and future problem-solving and decision-making.
- Time management skills, including organizing own work, coordinating projects, setting priorities, meeting deadlines, and following up on assignments with a minimum of direction.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Performing research and preparing reports and recommendations.
- Using initiative and independent judgment within established policy and procedural guidelines.
- Exemplary communication skills, including dealing effectively with the public, other school officials and staff, in person, over the telephone and in written communication, including excellent listening, discerning and synthesizing skills.

DISCLAIMER:

This description outlines the work and responsibilities associated with the **Program Coordinator** role on a contractual basis. It is important to note that this is not an employment position. The individual performing this role will be engaged as an independent contractor and not as an employee of Clonlara School.

As an independent contractor, the individual will not be entitled to employee benefits, including but not limited to health insurance, paid time off, retirement benefits, or unemployment insurance. The contractor is responsible for their own taxes, insurance, and other statutory obligations.

This contractual arrangement will be governed by the terms and conditions specified in the contractor agreement. Both parties agree to uphold the contractual terms and maintain a professional relationship throughout the duration of this engagement.

How to Apply

Attach a **cover letter** (required) to the first page of your **resume** in PDF or MS Word format. Please be sure to



- Use your cover letter to address how your prior experience aligns with the requirements for this position.

To apply, email your cover letter and resume to employment@clonlara.org