



Position: Clonlara School – U.S. Program Coordinator

Location: Remote (Michigan/ Ohio)

Hours: 30 hours per week

Pay: starting pay \$25

Join our team as a U.S. Program Coordinator to inspire and lead our largest off-campus program, managing an experienced team of advisors who serve more than 400 students.

Your Role

As the U.S. Program Coordinator, you will play a pivotal role in managing a team and overseeing Clonlara School's U.S. Off-Campus Program operations. You will serve as the link between our U.S. Off-Campus Program staff 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 management of the team, strategic planning, and implementing the EOS system to drive efficiency and success.

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. Our company's culture, *'the culture of trust'* is characterized by the flourishing teamwork of our highly mission-driven staff members from all over the world, who value open-mindedness, readiness to innovate and problem-solve, and who care about sustainability.

Responsibilities

General Administration and Supervision: ensure the smooth operation of Clonlara School's Program in English, including:

- Assisting the organization in developing research and business strategy for the target market, supporting the annual strategic planning process, and ensuring alignment with organizational priorities and goals.
- Following EOS®, the Entrepreneurial Operating System and using other software and systems Clonlara has adopted.
- Hiring & Training staff as necessary for the program's worldwide growth to complete all aspects of the scope of work.
- Supervising and managing the US Off-Campus Program team, providing guidance, support, and mentorship.
- Working with the Director of Education to provide Clonlara's educational services and support to the school's students.
- Supporting the Operations department and ensuring all expenditures, including employee and contractor pay, are within the Program's budget.



- Working with the Director of Admissions to oversee ongoing customer service and data collection.
- Addressing customer concerns and resolving complaints.

Sales and Admissions: assisting the Admissions Department to meet the US Off-Campus Program's enrollment goals by:

- Building and maintaining solid working relationships with both new and existing families to ensure a high retention rate in the program.
- Providing ongoing feedback to the Admissions Department about the newly recruited families to adjust outreach if necessary.

Advertising, Marketing, and Publicity: assist Clonlara's Marketing and Communication Department in understanding the USA and worldwide markets and how they relate to offering the School's services.

Editing and Communications: providing enrolled parents and learners with regular communications during the school year.

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

Education & Experience

- Bachelor's or Master's degree in Business Administration or Education.
- Minimum three years' experience in education, business, or non-profit administration.

Supervising Skills

- Effectively managing and motivating staff, recognizing and supporting individual talent, while also demonstrating a strong ability to take direction and feedback from supervisors.
- Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.
- Team building – encouraging and building mutual trust, respect, and cooperation among team members.

Leadership & Strategic Thinking

- Ability to organize own work, coordinate projects, set priorities, meet deadlines, and follow up on assignments with a minimum of direction.
- Performing research and preparing reports and recommendations.
- Active Learning: Updating and using relevant knowledge, including understanding the implications of new information for both current and future problem-solving and decision-making.
- Using initiative and independent judgment within established policy and procedural guidelines.

Educational Philosophy



- Familiarity with home education, alternative education and personalized learning principles are an advantage.

Communication & Collaboration

- Value teamwork and consensus building but can also make tough decisions.
- 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.
- Have strong cross-cultural understanding and the ability to communicate with diverse populations.

Technology & Tools

- Experience working remotely.
- Proficiency in educational technology and digital tools, including Office 365 (Outlook, Teams, Word, PowerPoint, Excel etc.).

Community Engagement & Networking

- Comfortable representing the school in public-facing roles such as meetings, workshops, and conferences.

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, fill out the form at clonlara.org/career/