



**Position:** U.S. Program Coordinator

**Location:** Remote – U.S. Based

**Hours:** 30+ hours per week

Are you a passionate advocate of personalized learning with experience in homeschooling, alternative education, or learner-centered environments? Join Clonlara School as our U.S. Program Coordinator and help lead our largest off-campus program, supporting a team of experienced advisors who serve more than 500 students worldwide.

We're looking for someone who has coordinated or led educational efforts, whether in a school, homeschool collective, nonprofit, or community setting—and who understands the value of autonomy, flexibility, and individualized learning. If you've led teams with empathy and purpose and are excited to support families in creating meaningful learning journeys, we'd love to hear from you.

### **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.
- 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.
- 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.
- Familiarity with home education, alternative education and personalized learning principles are an advantage.
- 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.
- Experience working remotely.
- Proficiency in educational technology and digital tools, including Office 365 (Outlook, Teams, Word, PowerPoint, Excel etc.).



- 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, email [humanresources@clonlara.org](mailto:humanresources@clonlara.org)*

### **Benefits:**

- Employee discount
- Flexible schedule
- Paid time off