

## Position Announcement: Team Leader-Guatemala

### About Global Citizen Year

Global Citizen Year ([www.globalcitizenyear.org](http://www.globalcitizenyear.org)) is a San Francisco based non-profit which is preparing a new generation to lead the fight against global poverty. Through an innovative cross-sector model, Global Citizen Year creates opportunities for diverse high school graduates to work as apprentices in Asia, Africa and Latin America during a “bridge year” before college. By providing intensive training and support, we ensure that participants develop an ethic of service, the ability to communicate across languages and cultures, and a commitment to provide innovative and effective leadership to address 21st century challenges.

### *Global Vision*

We envision a world in which a “global citizen year” becomes an integral step for students from all geographic, ethnic and socioeconomic backgrounds. Future generations of Americans will better understand their responsibilities as global citizens, and will act with conviction and conscience to create a more prosperous, peaceful and sustainable world.

### *Organizational Vision*

Our organization combines the best of private and public sector management to create a high-impact, growth-oriented social enterprise. We will attract and retain top talent in the field by providing exceptional opportunities for personal and professional development and competitive compensation.

### Position Overview

The Guatemala Team Leader will join a fast-paced, high-energy start-up team and will play a critical role in establishing Global Citizen Year’s program in Guatemala in the 2009-2010 academic year. The Team Leader will work closely with the GCY Program Director to implement the international component of the program and to design and facilitate training and re-entry for Fellows in the U.S. The Team Leader will spend August-September in the San Francisco Bay Area assisting with the U.S. Training Institute and preparing for the international component of the program. The Team Leader will then travel to Guatemala with a team of 5-6 GCY Fellows for the period from October 2009 – April 2010. In-country, the Team Leader will be responsible for supporting his/her team of Fellows, overseeing in-country partnerships, managing all administrative and logistical aspects of the program, and identifying opportunities for program expansion for subsequent years. The Team Leader will return to the U.S. in May to support his/her team of Fellows with re-entry and the implementation of the Capstone Projects.

### Job Responsibilities

The Team Leader will be responsible for ensuring that GCY launches and runs a successful program in Guatemala by managing all aspects of Global Citizen Year’s local program including:

- Fellow Training and Support
  - Prepare Fellows for GCY experience during U.S. Training Institute
  - Conduct weekly site visits and one-on-one check ins with each Fellow
  - Lead monthly team meetings and trainings to guide Fellows’ learning and help promote a strong team dynamic
  - Support Fellow language learning and community integration
  - Facilitate Fellow re-entry into the U.S.
  - Support Fellow Capstone Projects
- Relationship Management
  - Manage relationships with GCY Community Engagement Partner in Guatemala
  - Build and manage a network of in-country relationships with collaborative organizations (i.e. Peace Corps)

- Program Management
  - Oversee all aspects of in-country program for GCY
  - Manage program budget
  - Coordinate risk management and emergency action plan roles with GCY Community Engagement Partner
- Program Development
  - Research program expansion opportunities with existing program partner
  - Identify potential new partners
- Evaluation
  - Conduct ongoing evaluation of Fellow learning and program effectiveness
  - Make mid-course corrections and propose Year 2 improvements

### **Candidate Profile**

The ideal candidate for this position is a high-achieving, youth development professional with 2-5 years work experience.

Successful candidates will have the following skills and characteristics:

- Bachelor's Degree
- Experience building, supporting and managing teams of youth
- Experience living/working and/or leading trips in the developing world (Latin America preferred)
- Fluency in Spanish
- Willingness to go above and beyond no matter what the task
- Exceptional judgment and decision-making abilities, especially in challenging situations
- Outstanding critical thinking and communication skills (written and verbal)
- Thrives in an entrepreneurial/dynamic environment, and is energetic, resourceful, and flexible
- Takes initiative and produces high-quality work with little oversight
- Highly organized and detail-oriented
- Passion for the Global Citizen Year mission and vision

The following are a plus, but not required:

- Familiarity with and a pre-existing network within the Guatemalan international development space
- Experience living in Guatemala
- Interest and/or experience in social entrepreneurship/microfinance
- Returned Peace Corps Volunteers are strongly encouraged to apply

### **Compensation and Terms**

- Competitive compensation commensurate with experience
- Contract: August 2009-June 2010 with opportunity for renewal based on performance and program priorities

### **To Apply**

Submit a current resume, cover letter and two references to [jobs@globalcitizenyear.org](mailto:jobs@globalcitizenyear.org). Please include GCY Team Leader-Guatemala Application in the subject line. This position is open until filled, with preference given to applications received by July 24, 2009.