

Spring Institute for Intercultural Learning

Denver, CO

Spring Institute for Intercultural Learning's mission is to empower people and organizations to succeed across languages and cultures. Spring Institute was founded in 1979 and currently offers an array of training courses and services in the following areas: English as a second language (ESL), cross-cultural communications, health literacy, pre-employment skills, and interpretation and translation.

Position: Cross-Cultural Training Coordinator

Position Description

Reporting to the Director of Consulting & Integration, the Cross-Cultural Training Coordinator will design, conduct and market customized cross-cultural workshops and training seminars for a range of clients, including international and domestic businesses, nonprofit organizations, and government agencies.

Responsibilities

- Develop and execute a plan for marketing cross-cultural workshops and training seminars for clients in all sectors. Duties will include conducting market research on potential clients, developing marketing materials, writing proposals, developing budgets, and conducting outreach via email, phone and in-person meetings.
- Lead in the content development and design of cross-cultural training materials, customizing training modules and exercises for the particular needs of clients.
- Lead and present, both individually and paired with other trainers, cross-cultural workshops and training seminars for clients with a range of needs, including cross-cultural awareness, cross-cultural communications, workplace diversity training, cross-cultural service provision, cross-cultural business conduct, effective management of a diverse employee workforce, and mitigating cultural conflict.
- Identify and expand a network of cross-cultural training contractors.
- Train and mentor other staff with relevant cross-cultural experience to assist in training and become effective trainers in this field.

Qualifications

The ideal candidate is passionate about the mission of Spring Institute and brings extensive academic and training experience in the field of cross-cultural communications.

- At least five years experience in conducting cross-cultural training in a diverse set of environments.
- Experience in developing curricula and training materials.

- Excellent oral communication skills and ability to train using interactive exercises.
- Passion for the field of cross-cultural communications and ability to market services to a range of clients in the private, government and nonprofit sectors.
- Extensive experience working in foreign cultures and/or with multi-cultural populations.
- Graduate-level education in behavioral science, education, international relations or other relevant field.

Compensation

This is a full-time, 40 hour per week, exempt position. Base salary will be commensurate with experience and may include performance-based bonuses.

Application Instructions:

Please submit a resume and cover letter by March 23, 2015, via e-mail to Emebet Getahun at emetahun@springinstitute.org, with "Cross-Cultural Training Coordinator" in the e-mail subject line. No calls or drop-ins, please.