



**ENVOYS**

The Partnerships Associate will lead and support in the development and execution of professional, pedagogically-driven global education programming for its partner school network. This role is an introduction to the account lead role, and is expected to assume a full account manager role, within accounts that allow for success.

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## **PARTNERSHIPS ASSOCIATE**

### **Goals**

- Development and maintenance of new Envoys school partnerships in the United States and Canada.
- Serve Envoys existing school partners in the development and execution of the highest quality global education experiences for students.

### **Responsibilities**

- Establish and develop relationships with schools that lead to the consolidation of a portfolio of new partnerships.
- Create proposals and other school-facing documentation that serves in the development of partnerships and programs.
- Work collaboratively with Envoys school partners both in-person and virtually throughout the program development and execution process.
- Assist the Head of Partnerships in the expansion of the programming model and the execution of strategy for increasing the quantity of partnerships.
- Attend conferences and seminars to represent Envoys, broaden the network and represent Envoys and its role in advancing global education forward.
- Travel cumulative 2 weeks annually to schools to assist in Envoys network maintenance, business development, and curriculum development.
- As expertise in education and globalism grows, lead 2-3 programs every year.

### **Qualifications**

- Belief in the Envoys model and its capacity to support transformative growth within students and schools.
- Demonstrated experience working in the development and maintenance of partnerships with outside organizations through business development, fundraising, communications, or otherwise; OR, demonstrated experience working within a school through initiatives in and out of the classroom.
- Demonstrated experience working in the fields of education, social entrepreneurship, global development, or international relations.
- Understanding and familiarity with the role of dedicated businesses in the execution of social missions.



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- Hard-working professional with advanced social skills and willingness to step in as needed.
- Excellent writing skills with fluency in contemporary conversations in the field of global education.
- Deeply passionate about global education.
- Willingness to travel 1+ months per year.
- Preferred: language proficiency, preferably Spanish.

#### **DETAILS**

- This is a remote position, with preference for candidates living in areas where potential Partner Schools are located. The ability to visit partner schools in person within a driving distance range is highly desired. .
- The salary for this position is \$50,000 annually, in addition to a variable compensation package of up to \$15,000; the parameters of which will be determined for fiscal year 2022-2023.
- Envoys offers health insurance benefits, 401 K matching contribution, and other benefits.

#### **APPLY**

- Submit your resume and cover letter to [hire@envoys.com](mailto:hire@envoys.com)