

Camp America Coordinator

Our team is growing and we have a newly created role waiting for the perfect person!

If you loved camp and your friends are tired of you telling your camp stories, then this is the role for you. You will be primarily handling the sales and administration of our Camp America ("CA") program, liaising with applicants, CA regional interviewers, parents and partners. The role is varied so in one day you might be responding to inquiries, attending expos or helping someone with their application.

We are seeking a candidate who has participated in a US camp counsellor program and is passionate about travel and cultural exchange. You will need to be a switched on "people person" role, comfortable juggling multiple tasks with strong customer service and/or sales background and excellent written and verbal communication skills.

Your responsibilities will include:

- Respond to Camp America program inquiries including mail outs, telephone and emails;
- Sales and leads conversion;
- Data entry and administrative tasks;
- Assist in visa and application processing;
- Communicate with applicants and prospective leads to the program;
- Attend expos and give presentations to potential applicants, their families and teachers;
- Assist in other promotional activities;
- Assist in the coordination of the Camp America Job Fairs;
- Assist in coordinating our Camp America Regional Interviewer network;
- Conduct local, regional and interstate information sessions.

Skills and experience

You will be an enthusiastic, proactive candidate who has worked in a "people oriented" role and be comfortable juggling multiple tasks. You will have excellent written and verbal communication skills, specifically in presentation and public speaking. A strong customer service and/or sales background and a proactive approach to your work is a requirement of the position. Ideally you will have participated in a US camp counsellor and are passionate about travel and cultural exchange.

Job benefits and perks

Our office is located 3 minutes' walk from Hyde Park in Darlinghurst, is close to public transport and shops. You will be working with a fun and vibrant team, who are passionate about all things camp. Some interstate travel is a requirement of the role.

To apply for this diverse and rewarding position email your cover letter, addressing why you'd be an appropriate candidate for this position, and CV to Emily Turner before Feb 18, 2020 (eturner@aifs.com.au)

IMPORTANT

Child Protection and Safeguarding

AIFS is a Child Safe Certified organisation. Any candidate shortlisted for the position will be screened under the AIFS Child Protection Policy and Reporting Framework and will be required to complete a Working with Children Check and Federal Police Check.