

**Green School Bali** is a progressive, dynamic and wall-less Pre-K to Grade 12 educational institution, located in the lush jungle of Bali, Indonesia.

### **Internship Description:**

The Green Educator Course (GEC) is a 5-day professional development training for educators around the world which unpacks the pedagogy and fundamental design principles of Green School's holistic, student-centered, and nature-based curriculum.

The intern will work alongside the GEC Manager and receive direct mentoring. Through this internship, the intern will gain valuable skills and knowledge in regards to progressive education, event organizing, networking and other opportunities that she/he is passionate about. All of those skills will help preparation to better enter the work environment in the future.

### **Job Description:**

*Assisting and supporting the course includes:*

- *Before the course:*
  - Assisting the administration of participants from registration, payment and pre-arrival process
  - Arranging the logistics (accommodation, transportation, operation, meals, printing, welcome bag, etc)
  - Assisting with the finalization of the programme and schedule
  - Helping to connect with facilitators and vendors to organize the course
- *During the course:*
  - Ensuring the course is on time and has a smooth flow
  - Managing the groups of participants
  - Facilitating the course in English and Bahasa Indonesia
  - Helping documenting the events with the support of Communications Team
- *After the course:*
  - Sending participants a follow up email (survey, material, photos)
  - Collecting invoices from vendors and inputting data into system

*General responsibilities include but are not limited to:*

- Assisting with social media engagement by helping manage social media channels
- Researching and gathering data on prospective sponsors, donors, and participants

**Requirements:**

- Good teamwork commitment
- Strong attention to details and ability to work in a fast paced environment
- Ability and willingness to adapt and work within a multicultural community
- Ability to work under pressure with good communication skills
- Good proficiency in English, written and spoken
- An organizational or working experience of max. 2 years

**Working hours:** 8 am - 4 pm | **Duration:** Jan-Jun 2019 | **Wage/Salary:** Paid