



GSTC Training Program Coordinator

- Job Description-

Overview

The Global Sustainable Tourism Council (GSTC) is seeking a Training Program Coordinator. This role covers executing various operational and administrative functions of the GSTC Sustainable Tourism Training Program while supporting the GSTC Training Team.

Roles & Responsibilities

Ensure the maintenance of up-to-date training materials and administrative documents; and contribute to identifying training systems and market information to support greater market access and enhance the quality of the GSTC training program.

1. Review the current training templates and update them.
2. Organize the training data.
3. Research the tourism training program.
4. Investigate the training system.
5. Monitor and maintain the updated Master PPT.
6. Manage the inventory of case studies on sustainable tourism practices, ensuring each is mapped to a specific criterion of the GSTC Standards.
7. Maintain lists of trainers and training partners, including current and prospective trainers and partners.
8. Translate the training content.
9. Produce a report identifying areas for improvement.
10. Fulfill various other administrative duties shared with, and under the guidance of, the Training Program Manager.

Reporting Relationship

The reporting relationship is to the GSTC Training Program Manager.

Qualifications:

- ✓ Education: Minimum of a bachelor's degree.
- ✓ Experience: Administration experience.
- ✓ Technical Skills:
 - Proficiency in Microsoft Excel, especially in organizing data using formulas and functions.
 - Intermediate or higher-level user of MS Office and Google Docs.
 - Excellent data management skill.
- ✓ Language Skills: Proficient in English and professional-grade written and spoken Korean.
- ✓ Personal Skills:
 - Strong organizational and time management.
 - Attention to detail.
 - Ability to work independently and with discipline in a remote work environment.
 - Experience working in multicultural and multidisciplinary environments.
 - Strong problem-solving and critical thinking abilities.
 - Effective communication and collaboration skills.

Note: Residency in Korea is considered an advantage. This is a part-time (4 hours/day, 20 hours/week), mostly remote with two in-person meetings per month.

Application Procedure

Qualified candidates are invited to submit their CV and a cover letter detailing their motivation for applying and relevant experience to **hr@gstc.org** with the title '**GSTC Training Program Coordinator | *applicant name***'.

Please do not apply if you do not meet the qualifications. Applications should be submitted **by April 30, 2025**.

Note: Candidates of interest will be contacted for further information. Compensation will be determined based on the candidate's qualifications, experience, and geographic location.