



## **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 and update the current training templates
2. Organize the training data systematically.
3. Research the tourism training program and system.
4. Monitor and maintain the updated Master PPT.
5. Manage the inventory of case studies on sustainable tourism practices
6. Maintain lists of trainers and training partners
7. Translate the training materials and website
8. Produce a report identifying areas for improvement.
9. Fulfill various other administrative duties.

#### **Reporting Relationship**

The reporting relationship is to the Training Program Manager.

## Qualifications:

- ✓ Education: Minimum of a bachelor's degree.
- ✓ Experience: Minimum of 2 years of working experience in the administration or training-related job.
- ✓ Knowledge: Prefer Tourism or Education, but not required.
- ✓ Technical Skills:
  - Proficient in Microsoft Excel, particularly in organizing data with formulas and functions.
  - Intermediate or higher-level user of MS Office and Google Docs.
  - Excellent data management skills.
- ✓ Language Skills: Proficient in English and professional-grade written and spoken Korean.
- ✓ Personal Skills:
  - Positive mindset
  - Understanding of what the GSTC is, its scope, and what it does
  - Strong organizational and time management.
  - Attention to detail and ability to multitask.
  - Comfortable with working independently and remotely, the GSTC is a “virtual” organization and truly global.
  - Proactive and able to take initiative.
  - Experience working in multicultural and multidisciplinary environments.
  - Strong problem-solving and critical thinking abilities.
  - Comfortable with working across different cultures. Our staff, Directors, Trainers, and volunteers work from various locations worldwide.

## Application Procedure

Qualified candidates are invited to submit their CV and a cover letter detailing their motivation for applying and relevant experience to **emily@gstc.org** and **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 June 22, 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.]*