



Program Development Coordinator

Location: Newbridge, Co.Kildare, Ireland (Hybrid: On-site and Remote)

Employment Type: Full-Time

Reports To: Director of Programme Operations

Salary Range: €40,000 to €45,000 annually

Company Overview

We are a leading Study Abroad program provider dedicated to delivering transformative international education experiences to University students. Our mission is to facilitate academic excellence, cultural immersion, and personal growth for students worldwide. As we expand our team, we seek passionate individuals committed to supporting students throughout their study abroad journey.

Position Summary

Program Development Coordinator - Driving the Success of Custom Global Academic Experiences

The Program Development Coordinator is a central figure in the effective and efficient execution of our diverse Custom Programs, acting as a cornerstone for their operational success. This role is embedded within a rapidly expanding and deeply mission-focused team dedicated to facilitating transformative global academic opportunities. Specifically, the Custom & Faculty-Led Program Development Coordinator is instrumental in translating conceptual ideas into tangible and enriching international learning experiences.

This pivotal position necessitates close collaboration with Learn International's university partners, fostering strong relationships to understand and support their unique academic goals. Furthermore, the Coordinator works in concert with our international teams, leveraging their local expertise to ensure program feasibility and cultural relevance. A key responsibility involves supporting the entire lifecycle of custom program development, from initial conceptualization to final implementation, ensuring that each program meticulously reflects the partner institution's academic vision and pedagogical objectives. Simultaneously, the Coordinator plays a crucial role in maintaining program accessibility for students and ensuring long-term financial sustainability.



The responsibilities of the Program Development Coordinator extend across various critical functions. This includes active participation in cross-departmental collaborations, working with colleagues across different units to ensure seamless program integration and support. Meticulous budget management is also a significant aspect of the role, requiring the Coordinator to develop, monitor, and reconcile program budgets effectively. Moreover, proactive logistical coordination is paramount, encompassing a wide range of tasks such as travel arrangements, accommodation, in-country support, and the management of program-related resources.

To excel in this dynamic and impactful role, ideal candidates will possess exceptional communication skills, demonstrating clarity and professionalism in their interactions with internal and external stakeholders. An organized approach to planning and a keen eye for detail are essential for managing the complexities of program development and execution. Furthermore, successful candidates will be collaborative team players who thrive in a fast-paced environment and are genuinely enthusiastic about contributing to the growth and innovation of a dynamic unit dedicated to delivering high-quality global academic experiences.

Key Responsibilities:

Program Development & Proposal Support

- **Proposal Creation and Budgeting:** Actively participating in the comprehensive development of program proposals and budgets. This crucial support directly addresses the specific needs and academic objectives of our university partners, ensuring alignment while also meeting set budgetary financial targets.
- **Proposal Generation and Revision:** Prepare and iteratively revise a significant volume of program proposals and accompanying cost estimates, estimated to be between 40 and 50 annually. This must be achieved while consistently adhering to stringent deadlines and operating effectively within a dynamic and fast-paced professional setting.
- **International Collaboration:** Establish and maintain effective collaborative relationships with international staff members and vendors. This collaboration is essential for the accurate and timely acquisition of critical program components, precise pricing information, and comprehensive logistical details necessary for compelling and accurate proposals.
- **Record Maintenance and Consistency:** Maintaining up-to-date records of our diverse program offerings is paramount. Furthermore, this role contributes to ensuring a high degree of consistency and accuracy across all proposal materials,



reinforcing our professional standards and enhancing clarity for our university partners.

Budget Development and Financial Management

- **Collaborate with the Finance Team:** Engage closely with the Finance department throughout the program development lifecycle to guarantee the creation of precise and realistic budgets. This collaboration involves a thorough examination of all pricing elements, ensuring a comprehensive understanding of the financial framework for each program.
- **Cost Tracking and Budget Adherence:** Implement processes for meticulously tracking all program-related expenditures. Continuously monitor these costs to verify they remain within the parameters of approved budgets and are consistent with the terms and conditions outlined in relevant contractual agreements. Proactive cost management is crucial for maintaining financial health and program sustainability.

Internal Coordination

- Establish and maintain a schedule of regular check-in meetings with onsite program coordinators supporting each program. These meetings will serve as a platform to thoroughly examine the advancement of each program, proactively identify potential challenges, and collaboratively address any modifications or emerging issues that may arise during the program lifecycle.
- Ensure consistent and clear communication channels are utilized to facilitate these discussions and maintain accurate records of progress and decisions.

Cross-Cultural Collaboration

- Employ well-developed cross-cultural communication skills to effectively bridge communication gaps and foster seamless coordination between US and international teams. This includes being mindful of cultural nuances, adapting communication styles as needed, and ensuring clarity in all interactions to facilitate mutual understanding and efficient collaboration on program-related activities.

Program Logistics & Implementation

- **Pre-Departure Coordination with University Partners and International Teams:** Take ownership of the pre-departure planning process by proactively scheduling and expertly facilitating detailed planning calls involving representatives from U.S. university partner institutions and various

international program staff. These calls will serve as critical forums for collaborative discussion, ensuring all parties are aligned on program objectives, logistical requirements, and communication protocols before student departures.

- **Comprehensive Support for Program Teams and Partner Institutions:** Serve as a central point of contact and provide dedicated support to program teams in resolving a wide array of logistical inquiries. This includes efficiently addressing billing concerns, promptly responding to diverse partner requests, and proactively troubleshooting potential issues to ensure the smooth and efficient execution of program operations.
- **Diligent Monitoring of Program Timelines and Deliverables:** Implement a robust system for meticulously tracking program timelines and key deliverables across all stages of program implementation. This involves actively monitoring progress against established schedules, proactively identifying potential delays or roadblocks, and effectively communicating with relevant stakeholders to ensure all parties remain informed and accountable for meeting their respective responsibilities.

Process Improvement & Team Support

- Provide comprehensive support in the revision and enhancement of existing training materials and standardized templates utilized by internal teams and collaborating university partners. This includes updating content to reflect current best practices, incorporating new information and resources, and ensuring clarity, accuracy, and consistency across all documents.
- Actively participate in and contribute to projects and initiatives aimed at optimizing and streamlining the entire proposal development lifecycle. This involves identifying areas for improvement, assisting in the implementation of new processes, and working collaboratively with team members to enhance departmental efficiency and overall workflows.
- Play a key role in the ongoing maintenance and accuracy of program-related information across various internal communication platforms, external-facing websites, and marketing collateral. This includes regularly reviewing and updating content, ensuring information is readily accessible and current for stakeholders, and collaborating with relevant teams to maintain a consistent and accurate representation of programs.

Reporting & Evaluation

- Track enrollment figures for all assigned programs, maintaining accurate and up-to-date records of participant registration.
- Proactively assist in the preparation of comprehensive enrollment reports, providing detailed breakdowns and analyses as required by program stakeholders and internal teams. Ensure timely submission of these reports to facilitate informed decision-making regarding program capacity and resource allocation.
- Systematically collect and organize participant feedback gathered through various post-program evaluation methods, such as surveys, interviews, and focus groups. Analyze this qualitative and quantitative data to identify key areas of program success and areas requiring improvement. Synthesize the feedback into actionable insights and contribute to the development of strategies aimed at enhancing the effectiveness and overall quality of program offerings.
- Provide comprehensive support in the tracking of critical program metrics, including but not limited to completion rates, satisfaction scores, and engagement levels. Implement efficient data collection and management processes to ensure the accuracy and reliability of these metrics.
- Contribute to the preparation of internal reports that effectively communicate program performance against established goals and objectives, enabling data-driven program management and continuous improvement initiatives.

Qualifications:

- Bachelor's degree in International Education, Finance, Tourism, Hotel Management, or a related field.
- 2–3 years of experience in education administration, event planning, international programs, or project coordination.
- Excellent communication and interpersonal skills; comfortable working across cultures and teams.
- Familiarity with budgeting or pricing concepts is a plus; financial aptitude preferred.
- Willingness to travel occasionally for training or university partner visits (if applicable).



Skills & Competencies:

- Strong organizational and time management skills; ability to manage multiple priorities under deadlines.
 - Detail-oriented with a commitment to accuracy and quality.
 - Excellent written and verbal communication abilities.
 - Proficiency in Microsoft Office Suite, Google Suite, and CRM database management.
 - Ability to work independently and collaboratively in a dynamic environment.
 - Cultural sensitivity and a commitment to supporting diverse student populations.
 - Ability to work in a fast-paced environment
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Preferred Qualifications

- Experience living, studying, or working abroad.
 - Familiarity with study abroad program structures and requirements from an American perspective.
 - Knowledge of health and safety protocols in international education contexts
 - Proficiency in a language other than English is a plus
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Location & Right to Work

- Currently living in Ireland with the legal right to work in Ireland.
- Able to reliably commute to our office in Newbridge, Co. Kildare, for two to three office-based days per week.

To Apply:

Please send your resume and cover letter detailing your qualifications and interest in the position to careers@learninternational.ie