

Proyecto Linguistico Quetzalteco

Student Coordinator Position

Organization Overview:

PLQ is a non-profit language school located in Quetzaltenango, Guatemala. For over 30 years, the mission of the school has been to provide quality language education in a context that gives students an awareness of the social, political and economic realities of Guatemala and Central America. Collectively owned, PLQ has a long history of working in solidarity with local human rights groups and social justice organizations, and aims to be a model for socially-responsible language instruction.

Position Description:

The Student Coordinator position will work within the school administration office to facilitate and coordinate future and current students. The Student Coordinator is the go-to person for all matters and questions related to a students' arrival, studies, and housing needs. The Student Coordinator will work alongside the office staff to ensure that all new and continuing students receive the required attention and are attended to in a helpful and welcoming manner.

Responsibilities:

- Respond to new student registrations and inquiries in a timely manner.
- Work with foreign offices (North American and European) to coordinate the registration of new students.
- Assist in coordination and planning of “non-traditional” student reservations (families and groups).
- Give weekly orientation, providing initial information for incoming students.
- Translate weekly activity announcements and guest lectures from Spanish to English.
- Work every other Sunday to receive new students and program host family placements.
- Act as liaison between students and office and/or host families when necessary.
- Uphold school and office norms; as part of office staff it is important to enforce school policies with students and teachers.
- Participate in monthly collective meetings.
- Maintain social media presence using various media platforms.

Required Skills & Qualifications:

We seek a candidate who is passionate about driving the mission and goals of the school, while maintaining organized and accurate information for new and future students. A

desire for continuous cultural learning and understanding is a crucial element, and will enhance any candidate's ability to complete job related tasks.

- Former student at PLQ (additional study at Escuela de la Montaña preferred)
- High level of proficiency in both English and Spanish, both written and verbal
- Proficiency with basic online systems: Gmail, Facebook, Google Drive
- Desire to work in a multicultural and bilingual environment
- Strong desire to learn more about Guatemala and Central America and develop Spanish language skills.

Salary and Benefits: Part-time schedule that provides a living wage provision. Position also receives Guatemalan professional standards, including paid vacation (3 weeks per year, redeemable after first 6 months worked), and paid national holiday benefits. This position offers the opportunity for development of language capabilities, administrative experience, experience working with a non-profit, a profound understanding of social justice issues, and great personal satisfaction. Contract is indefinite, minimum commitment of one year required.

To Apply: Please send an email to carlos@plqe.org including your resume (in Spanish) and a cover letter (in Spanish) that addresses your interest in and qualifications for the position.

Applications will be accepted until April 12th, 2019. Work duties begin June 10th, 2019. Please send all questions to plq@plqe.org.