

# UWC makes education a force to unite people, nations and cultures for peace and a sustainable future.

## Coordinator Application

### UWC short course: 'Building a Sustainable Future 2023'

#### United World Colleges

**United World Colleges (UWC)** is an international education movement that provides young people aged 15-19 with a life-changing (school) education and inspires them to work for peace and a sustainable future. Young people of all nationalities, cultures and social backgrounds come together at currently 18 United World Colleges worldwide and in shorter youth programs: The **UWC short courses**. Together they learn from and with each other, deal with social issues, develop projects and approaches together to help shape the world in a positive way. UWC students are selected solely based on their suitability and motivation, regardless of their financial background. If necessary, they receive part- or full scholarships.

#### UWC short courses

In light of the global climate change and unsustainable practices on part of humankind, sustainability has necessarily become a hot topic of discussion. Current climatic changes are a phenomenon that goes beyond countries and continents; a process that has been caused by humankind and is undeniable and inevitable, unless action is taken and promises are kept.

The **UWC short course: 'Building a Sustainable Future 2023'** will touch on issues within economic, social and environmental sustainability – and their several intersections – to give young participants a chance to rethink sustainability in its complexity, with its challenges. These themes will be explored in a non-formal learning setting, including self-led projects, interactive workshops, debates, reflections, guest speakers, etc. Participants will be enabled to engage in discussions on sustainability critically and informed, to envision the world in terms of a sustainable future and to contribute to this vision.

**We are looking for three young, enthusiastic, and driven individuals who are willing to join our team and organize the *UWC short course: 'Building a Sustainable Future 2023'*. Below are some of the more detailed specifications of the job.**

#### Main Tasks and Responsibilities

##### Job Description:

The coordinators of the course are the ones who spearhead the project, from the inception of the conceptual framework of the course, until the program evaluation. Coordinators work prior to the selection of the facilitators on developing the theme of the course, and an action plan for the execution of the project. Then during the prep months, they are in charge of researching venues, working logistics, managing the budget, and coordinating the team to ensure the course is implemented successfully. After the course, coordinators are also in charge of conducting a program evaluation to develop resources to improve the following year's short course and to present to the funders of the course.

##### Workload:

The work of coordinators include weekly or biweekly meetings prior to the selection of facilitators, and it peaks a few months before the execution of the course. During the early months of preparation you should expect 3-4h of work a week, before the course this will increase to 6-8h. You will need to be present for the length of the course (3 weeks), however you will be able to determine the precise date together with your team.

### Tasks:

- Assisting with the grant application
- Coordinating the facilitators hiring process
- Coordinating preliminary logistics for the course
- Facilitating meetings online previous to the course
- Participating on the concept and curriculum development for the course
- Participating in the execution of the curriculum (e.g. by facilitating workshops)
- Managing the facilitators team
- Coordinating the final evaluation of the course

## Your Profil

### Required Characteristics:

- Interest in sustainability, or themes encompassed under its umbrella
- Knowledge and skills to use the Google Suite (email, docs, spreadsheets, etc.)
- Motivation to work in a team
- Willingness to work autonomously
- Good written and oral communication skills
- Flexibility and ability to adapt to new situations
- Stress resistant
- English proficiency

### Beneficial are:

- Knowledge of the UWC movement, its values, and its mission
- Good knowledge of German and/or European youth organizations

The current expense allowance for coordinators is 2.000,00 EUR.

If you would like to work with an international, enthusiastic team on an educational project, give young people a unique educational opportunity, gain an insight into the work of an international nonprofit organization and shape it, then we look forward to receiving your **application by November 11th, 2022.**

Please **fill out the online application** [here](#).

If you have any questions, please reach out to Carolin Lesch, Project Management UWC Short Courses: [carolin.lesch@uwc.de](mailto:carolin.lesch@uwc.de)