

Candidates Coordinator / School Membership Coordinator

Join our dynamic team and organization as a **Candidates Coordinator/School Membership Coordinator**. Great growth opportunity for a self-starter!

For over 60 years, International Schools Services (ISS) mission has been uniquely focused on helping international schools and educators develop students into thoughtful, imaginative global leaders. We are passionate about today's and tomorrow's international education community, and we delight in connecting educators and schools worldwide. As the nonprofit leader in international education, ISS promotes innovative best practices for global education.

ISS offers a comprehensive benefit package including generous paid time, a 15% company contribution to a 403(b) and comprehensive health insurance. We work hard and have fun together!

As the **Candidates Coordinator/School Membership Coordinator**, you will represent schools and candidates who have accounts with International Schools Services (ISS). In this position, you will work with all in our community. Your effervescent personality will be key in building strong relationships and assisting people as they seek to fill jobs. Being comfortable with technology is also important to your success. The Global Recruitment Team is a strong team that works well together; willingness in becoming a member and partner in a team situation is vital.

Duties and Responsibilities:

Candidates Coordinator

Evaluate and approve candidate applications/establish professional file for each daily. Act as point of contact for candidates throughout the hiring season. Inform and counsel all ISS candidates and prospective candidates about employment opportunities abroad, with team, using Hub Spot. Review and respond to inquiries from both current and prospective candidates.

School Membership Coordinator with Schools and Administrators

Monitor and answer inquiries with others on the team daily. Routinely reach out to schools and school groups globally to promote ISS for recruiting purposes. Establish connections and communicate with Heads of Schools and their administrative team to inform them of ISS recruiting services. Maintain comprehensive out-reach and enquiries to a block of schools (regional). Correspond with Heads of Schools and team to provide personalized service.

Assist with Events

Coordinate and assist in planning of various conferences run by ISS.

Education and Experience

- We are seeking an individual with 2 years of experience in education, recruitment, or related experience.
- Proficiency with Microsoft Office, IT Competent and comfortable using new platforms, i.e., HubSpot. Training will be offered.

To apply, please e-mail your resume to dbryant@iss.edu

Location/Hours

Full-time; Mon-Fri 37.5-hour work week

Position may be in in our beautiful Princeton, NJ office location OR somewhere else beautiful (remote). If remote, work hours will be our standard Princeton office hours of 8:00AM-4:00PM Eastern Standard Time and predict you will have reliable internet access. Ability to work core hours and at approximately 10% of the time, flex to align with some early mornings/late evenings and/or weekends for events.

ISS is committed to “Making a World of Difference” in the international education community. We are experiencing a catalytic moment in history and ISS has committed to addressing the systemic prejudices and biases in ourselves, in schools, and in organizations around the world.

We recognize that diverse teams make the strongest teams, and we encourage people from all backgrounds to apply.

You can read more about our commitments here: <https://www.iss.edu/what-iss-will-do-now>