

**Location: Boston, MA**

International Program Coordinator: Join our team and help us change lives through travel. Recent college graduates welcome!

**Job Summary:**

If you have a passion for exploring the world, are highly organized, excel at researching and engaging with new customers, and have a confident approach to talking to people on the phone, then this position is for you. In the International Program Coordinator role, you will apply your resourceful, personable, and intelligent approach to engage with our existing and prospective clients. You will initiate a relationship, probe for a business need, and get the customer excited about the possibilities of an educational program with ACIS.

This is a fast growth, entry-level role and a great opportunity to develop sales and marketing skills that can lead to advanced roles in both departments within our organization. This is your opportunity to establish a career in sales and marketing. You will play a key role in support of sales and marketing team members, and will share in the team's overall success. Take this opportunity to join a leader in educational travel while also advancing your career.

**What You'll Be Doing:**

- Inspiring educators to travel
- Through online research, finding new teachers to reach out to and initiating the first travel conversation
- Successfully setting up meetings for the sales team (via phone and email)
- Qualifying all incoming inquiries generated through web and marketing campaign leads
- Developing engaging messaging and content that resonates with prospects, captures a value proposition, and embodies ACIS' core values
- Assisting Marketing with campaign development and execution
- Using marketing software tools and email campaigns to nurture prospects to the point they are ready to talk to us about travel
- Working directly with Sales team members to continue to nurture clients who have previously expressed an interest in educational travel, but have become unresponsive
- Coordinating our local event presence (e.g. conferences and receptions) and playing a key role in following up on these in-person interactions
- Keeping contact and account data up to date in our CRM database
- Working with Sales and Marketing Managers to gain insight into individual territory and key account plans and establish lead activation priorities and methods both among brand new leads and disengaged leads within our existing database
- Working with colleagues in other divisions (our USA/Canada division, our performance tours division and sports tours divisions) to find cross-selling opportunities for the teachers we work with
- Leveraging consumer-generated content to demonstrate the life-changing impact of travel

**Required Education, Training, Knowledge and Experience**

Bachelor's degree in Business, Marketing, Communications, or Education and some experience in an inside sales role would be fabulous.

Demonstrated history in exceeding performance goals and quotas.

Experience in value-based sales/marketing methodologies

Strong communication skills and understanding of how to identify customer needs

Adept in using Microsoft Office applications.

Internet and research savvy using online resources

Willingness to accept and contribute new ideas, and adapt to a rapidly changing environment

Requires flexibility, attention to detail and fulfilling deliverables quickly

### **Core Skills, Competencies, and Characteristics**

Confident attitude to using the phone to reach out to potential ACIS teachers

Outgoing, positive, friendly, and supportive of your colleagues

Excellent writing skills, with a creative approach to writing engaging email copy

Adept at researching and developing content

Highly organized, self-motivated and able to multi-task

Creative, self-aware, an outside-of-the-box thinker able to execute and get things done

High levels of empathy and integrity when engaging with potential customers

Wanderlust

### **Extra Credit Qualifications**

Overseas travel experience in Europe, Latin America and Asia

Proven track record of achieving measurable goals in a sales environment

Bilingual

Experience using MS 365 and other CRM tools

### **Company Overview:**

ACIS organizes rewarding educational group travel abroad. We are a company that strongly believes in the knowledge and experience of our employees to help drive our continued growth.

ACIS Educational Tours are built on a passionate belief that travel changes lives. Since 1978, we've guided teachers and students on over a half million unforgettable tours. By traveling on an ACIS tour, students gain insight not just from seeing famous places, but also from observing life in and around them. Our commitment to changing lives one by one has made ACIS the most respected name in educational travel.

### **Benefits Include:**

International travel opportunities

Best paid time off in the business

401k matching

Fitness, travel reimbursements

Great company culture

Health/dental/vision