



**Job Opening**

**posted: Oct 1, 2007**

### **Online Leadership Program Assistant**

Global Kids, Inc., a New York City based non-profit organization dedicated to transforming urban youth into successful students and global and community leaders, is seeking to fill an full-time staff position as **Online Leadership Program Assistant**.

The assistant will join GK's rapidly expanding Online Leadership Program (OLP) in New York City, where the position will be based. GK's work in TSL is on the cutting-edge of developing best practices in applying global youth development practices and educational in virtual worlds. The assistant will support the Online Leadership Director and other OLP staff as the OLP program staff grows from three to fourteen, being involved with tasks from the mundane to the sublime.

This is an excellent entry-level position for someone interested in global issues, technology and education. This is not a direct service position. It is primarily administrative support for programs, including such tasks as data entry, scheduling and logistical coordination.

The ideal candidate is tech-savvy, resourceful, creative, organized and a team-player who possess the following capabilities and experiences:

- An interest in non-profits, education, and digital media.
- An interest in global and social issues.
- The ability to take initiative.
- Strong communication, writing, organizational, and computer skills.
- A short learning curve around new digital and Internet tools and applications.
- The ability to work remotely with others.
- The ability to be flexible within an ever-shifting work flow.
- Accessibility to downtown Manhattan.
- Ability to work within a fast-paced, distracting environment.
- A fast typer and an efficient multitasker.
- Strong time-management skills.

More information about Global Kids work in Second Life can be found at: [olp.globalkids.org](http://olp.globalkids.org) and searching "holymeatballs" at YouTube.com.

**Application deadline:**

October 14<sup>st</sup>, but the hire might be offered as resumes arrive; feel free to check the status of positions or ask questions on our blog at [olp.globalkids.org](http://olp.globalkids.org).

### **To Apply**

Interested candidates should apply via email and email alone. Email resume, cover letter, work sample, a writing sample to [olpjobopenings@globalkids.org](mailto:olpjobopenings@globalkids.org) (either as a zipped or stuffed file) with “OLP Assistant” in the subject line. We encourage applicants to pay particular attention to the cover letter, addressing why the candidate is interested in the position, poses the required skills, and what role it plays in the narrative of the candidate’s career path. In addition, please let us know where you learned of the position.

*Global Kids, Inc. is an equal opportunity employer. We are committed to a policy of equal treatment and opportunity and do not discriminate against employees or applicants for employment on the basis of race, sex, color, national origin, religion, age, citizenship, mental or physical handicap or disability, marital status, sexual orientation, pregnancy, military or veteran status or any other characteristic protected by law. We continue to support and promote equal employment opportunity, human dignity, and racial, ethnic, and cultural diversity.*