

# Global X-perience Program Coordinator

## What is Crossroads?

Crossroads Foundation is a Hong Kong based non-profit organisation serving global need.

We believe that, in a broken world that sees too much suffering, we should do all we can to link those who are in need with those who can provide help. We, therefore, provide an intersection, literally a crossroads, to bring both together.

[www.crossroads.org.hk](http://www.crossroads.org.hk)

## Contact us

[enquiries@crossroads.org.hk](mailto:enquiries@crossroads.org.hk)

Crossroads Village

2 Castle Peak Road

Tuen Mun, NT, HONG KONG

Phone: 2984 9309

Sign up to our enews [here](#).



## Role Description – Global X-perience Program Coordinator

In order to engage people with those in need, we run highly experiential, immersive simulation programs for students, corporate groups, service groups and more. Each simulation is followed by a detailed and empowering debrief, discussing ways in which we can all be a part of addressing global need.

Our *Global X-perience Program Coordinator* is the face of Crossroads Global X-perience from the start of the booking process to the end of the simulation! They are in charge of:

- **Program Coordination:** This includes everything needed ahead of time to prepare for a booked program, including booking simulation spaces, allocating staff to programs, booking experiential meals, and more.
- **Simulation Program Set Up:** This includes overseeing simulation space set-up and pack down on the day of the program, including managing others in this task (e.g. interns, community volunteers, etc.) and managing any resources required for programming.
- **.. and most importantly: Welcoming simulation participants and helping to run our programs!**

## An ideal candidate would...

- ... have a good command of both Cantonese and English
- ... have a superb administrative capacity, with an attention to detail
- ... have a strong ability to multi-task
- ... have a love for people and a friendly manner
- ... display a willingness to serve the Global X-perience team in a variety of ways
- ... have a heart to serve the poor, and a teachable spirit!

## Details:

<b>Position Type:</b>	Full-time, 5 workdays/week (Tuesdays to Saturdays) 9:30 am – 5:30 pm Statutory annual leave
<b>Location:</b>	Hong Kong, So Kwun Wat area
<b>Ideal Starting Date:</b>	Tuesday 4 July 2023
<b>End Date:</b>	Saturday 29 June 2024

## Applications:

Submit application at <https://www.crossroads.org.hk/job-application/>  
Application deadline: June 6, 2023