

# Future Problem Solving Program International (FPSPI)

## **An Employment Opportunity with FPSPI:**

*We are seeking an individual able to step into an established office to fulfill duties for our academic program throughout the year. Our employees display competence in taking ownership of high impact projects internationally. The person chosen for this position will be part of the team leading the design and development of FPS publications and new ventures from inception to production.*

## **Job Description: Project Coordinator**

### **Exempt employee**

**Full time salaried position** (\$48,000 - \$56,000)

**Education Requirement:** Degree Required, Master's Degree Preferred

**Benefits:** As defined in Personnel Handbook

**Start Date:** July 1, 2017

**Closing Application Date:** April 21, 2017

## **DUTIES**

### **Key Duties:**

- Research and work on project initiatives as directed by Executive Director
- Establish and communicate with writers and editors of all FPS publications
- Supervise writers and independent contractors to meet established deadlines
- Communicate with Affiliate Directors on areas of need or concern to identify worthy projects
- Support Affiliate Programs with service designed to enhance growth and development
- Work as assigned in all projects for and at IC

### **General Duties**

- Assist Program Director with mentoring and all associated projects/trainings
- Assist Program Director with International Scenario Writing Competition
- Assist Program Director at IC
- Coordinate new activities/projects with Special Advisory Groups as needed (Alumni, Grants, Mentoring, etc.)
- Travel to present and exhibit on behalf of FPSPI
- Promote FPSPI through social media and community organizations

## **SKILLS**

### **Key Skills:**

- High level verbal and written communication skills
- Excellent training, facilitating, and presentation skills
- Educational background in relevant subject matter (academia, creativity, critical thinking, assessment, competition, etc.) to further the goals of the FPSPI strategic plan
- Some background in Future Problem Solving process and program
- Collaboration and leadership skills

### **General Skills:**

- Ability to work proactively and energetically to deliver results according to deadlines
- Aptitude to work well as a team member in office and with groups or individuals
- Attention to details while maintaining an agile mindset to cope with change

Please send your resume or CV to [debbie@fpspi.org](mailto:debbie@fpspi.org) with subject line "Project Coordinator." You will be contacted within one week after the closing date for possible scheduling of interview.



**FPSPI Mission:** To develop the ability of young people globally to design and achieve positive futures through problem solving using critical and creative thinking.

**The Organization:** *Future Problem Solving Program International, a 501 (c) 3 organization, stimulates critical and creative thinking skills, encourages students to develop a vision for the future, and prepares students for leadership roles. For over forty years FPSPI has engaged students in creative problem solving within the curriculum and provided competitive opportunities. The FPS International Office is located at 2015 Grant Place, Melbourne, FL 32901. For more information, visit <http://www.fpspi.org>*

**PLEASE NOTE:**

Future Problem Solving Program International, Inc. is an equal opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of color, religion, sex, national origin, age, disability, or genetics.