

Colorado House International, LLC
2525 Arapahoe Ave. E-4-519
Boulder, CO 80302 USA

*** JOB OPENING ***

At CoHo we are knowledge brokers. We connect medical practitioners and students from abroad, mainly Japan, to networks of US based medical universities, hospitals and healthcare experts through short-term programming which allows for collaboration and learning in care systems, practices, and treatments. We serve our clients by building and maintaining lifelong partnerships in growing fields such as nursing, physical therapy, occupational therapy and athletic training.

We are now on the search for an experienced Assistant Coordinator; one who is passionate about execution, detail, communication and putting smiles on faces. To be clear, this is a seasonal position so the ideal candidate would be someone looking for additional income but more importantly being a key anchor in Colorado to bridge US-Japan relations.

Directly reporting to and working hand-in-hand with the COO, the Assistant Coordinator is a crucial position on our team who supports the needs of our clients and will, in turn, be one of the most critical roles in our organization. The ideal candidate for this role demonstrates strategic thinking, and an ability to develop new (and run existing) programs.

You're an ideal candidate if...

- ...you are bilingual in both Japanese and English.
- ...you are physically able to be on-ground support and assist 24/7 to our client's needs during their stay in Colorado (usually 7 to 10 days at a time).
- ...you are always on time with everything you do.
- ...you believe deeply in the importance of transparent and honest communication.
- ...you are not the type of person who says "that's not my job".

Bonus Points if You...

- ...have experience in designing and running events, tours or other social functions.
- ...you are proficient in Social Media tools and have experience marketing through these channels.

Someone who does this Job well may go on to...

- ...lead new programs in new medical disciplines or even in new US cities.
- ...take over the role of Operations Officer.

Application Timeline

We are accepting applications on a rolling basis but aim to make a hire before our programs begin end of February 2020. A key part of our selection process will be participating on a trial basis in our early spring tours. Please send a brief intro and resume to hello@cohointernational.com