



Growth Institute is a premier online training company for mid-market companies around the world that curates and delivers content and programs from the world's best thought leaders. We are a small team quickly growing and looking for like-minded individuals who are passionate about creating high-quality products.

We are in search for a Product Coordinator to assist in creation of hybrid online executive training programs. We seek people who are self-motivated, sharp, adaptable, and able to get things done. This role would directly support the product development team and provides unique opportunities to learn content from world-leading thought leaders in business education.

This job is suited for individuals looking to expand their skills in product development, specifically within the realm of education and business. We look for individuals who are excited at the prospect of what they can put into a growing company, are adaptable to a fast-paced environment and want to create solutions.

Key responsibilities and tasks in this role are:

- Assist in creation and development of course curriculum and materials
- Oversee coordination of materials for our educational seminars from partners
- Write complex materials for business topics in conjunction with partners
- Collaborate with video production team to publish products
- Book video production studios for internal and external partners
- Help improve and refine production processes within the company
- Coordinate between various stakeholders to ensure high-quality products

The ideal candidate:

- BA in English Writing, education, business or related field
- A go-getter--doesn't need to be continuously directed
- An avid learner--always seeking to learn new things
- Highly analytical, able to understand and synthesize complex concepts
- Impeccable writing skills (your products are client-facing)
- Highly organized--you love making lists with deadlines
- Ability to coordinate with flawless attention to detail
- Strong ability to see projects through to end
- Some knowledge of business topics and content
- Able to work well under pressure (work hard, play hard attitude)
- Desire to be part of a close-knit team of passionate individuals
- Extremely adaptable--able to navigate changes and come up with solutions

Benefits:

- Flexible vacation time
- Flexible work hours
- Co-working membership at Capital Factory
- Occasional trips to Mexico City
- Access to executive level training and development
- A unique opportunity to work with an amazing group of people to change the way businesses grow and scale companies

To apply, please submit cover letter and resume to: karina@growthinstitute.com