



JOB ANNOUNCEMENT: PARTNERSHIPS PROGRAM MANAGER

Position Overview

The Partnerships Program Manager is responsible for coordinating the quality, safety, sustainability, and economy of selected Dragons programming. The primary suite of programs will be run in partnership with secondary schools and universities and thus this role collaborates closely with in-field staff, regional contacts, and partner administrators and faculty. The Partnership Program Manager will be the primary point of contact for program development, risk management, and in-field management for their portfolio of assigned partners. As a member of a small and collaborative Partnership team at Dragons, The Partnership Program Manager will also contribute to broader Programming Team and organizational needs as priorities evolve.

Responsibilities

- Serving as the program manager for a set of 25-35 customized student programs throughout the year - managing all timelines and deliverables. To see examples of the 50+ schools and universities that have partnered with Dragons please visit the [Partners section](#) of our website.
- Working with the Programming Team and in-field staff to support course development and design.
- Administering the proposal, contracting, and invoicing processes for assigned partners.
- Building trusted relationships and strong alignment with current and new partner institutions.
- Hosting and supporting recruitment and pre-departure information sessions for schools and families.
- Coordinating key logistical components for programming as needed including booking international flights, liaising with community organizations, arranging accommodation and transportation, etc.
- Supporting Dragons instructor hiring, contracting, and training and providing ongoing mentorship and feedback for field staff.
- Assessing risk, consulting with the Risk Management Director, and providing materials and information to partner schools that align risk management practices and protocols.
- Facilitating course-planning meetings, program debriefs, and annual reviews with school administrators & faculty.
- Creating, maintaining, updating, and distributing key partnership programming resources and curriculum for in-field staff and partner faculty and administrators.
- Building rapport and trust with and between partner faculty and in-field programming staff through thoughtful communication and responsive support.
- Supporting incident response while programs are in-field and serving as a member of Dragons risk management on-call response team.
- Overseeing program budget compliance
- Managing all assessment and feedback processes for partnership programming.
- Facilitating faculty training at partner schools and at Dragons events.

Required Knowledge, Skills, and Abilities

- Commitment to Dragons [mission and vision](#) and educational approach
- Program administration experience (e.g., program direction/management/coordination, etc.)
- Ability to respond to dynamic and evolving risks, incidents, and high-stress situations

- Experience working as an instructor/field staff in a relevant field (e.g., experiential education, international guiding, youth programming, outdoor education, service learning, study abroad, etc.)
- Experience building collaborative relationships across cultures and perspectives
- Commitment to justice, inclusivity, and equity as demonstrated by past job experience, personal activism, or other pertinent lived experience
- Commitment to reflective practice, feedback, and continual learning
- High degree of autonomy, personal initiative, intrinsic motivation, and self-management skills
- Comfort navigating ambiguity, problem-solving, and supporting teams in dynamic environments
- Experience working collaboratively and effectively on diverse teams or with a diverse range of people
- Excellent written and verbal English communication skills
- Proficiency with common digital tools including spreadsheets, databases, and communication platforms
- Leadership skills to engender the trust and confidence of co-workers, students, parents, partners, and in-field staff
- Commitment to effective communication and nurturing healthy professional relationships
- Ability to anticipate stakeholder needs and respond proactively
- Acknowledgment that the work of international and experiential education carries inherent imbalances with regard to issues of race, class, gender, privilege and power, and a commitment to nurturing a community of critical self-reflection and awareness of these themes and the way they impact our work

Preferred Knowledge, Skills, and Abilities

- Familiarity working with secondary schools and/or universities
- Familiarity with risk management practices
- Foreign language and/or regional experience in an area in which we program
- Experience supporting health, safety, or risk management processes
- Demonstrated ability to create and manage dynamic tracking and project management systems (e.g., Salesforce, Asana, etc.)
- Strong understanding of working in challenging environments, particularly in international and remote settings
- Skillfulness in cross-cultural education, mentorship, conflict resolution, facilitation, and leadership

Terms and Remuneration

- Full time (40 hours/week) preferred
- This position can either be based in Boulder, CO or remote with an expectation to be available during continental US timezone business hours
- This role includes periodic early morning, evening, and weekend responsibilities, including an estimated 4 weeks of first on-call, 4 weeks of backup on-call and coordinated calls with partners and instructors across time zones.
- 3-5weeks/year of travel (domestic and/or international)
- Starting Salary Range: Expected hiring range is approximately \$42,000 – \$65,000 USD annually depending on experience and geographic compensation zone. This position is classified as a Level 3 role within Dragons global compensation framework, which includes broader long-term salary bands and opportunities for growth over time.
- Benefits include health insurance, paid time off, 401(k), sabbatical, paid parental leave, paid time off for volunteering, bonus structure, & professional development opportunities. Further details are provided before second round interviews

Dragons is committed to immersive and responsible travel as a tool for breaking down barriers and enhancing understanding between people and communities around the world. We strive to continually increase inclusivity, equity, and diversity within our community of administrative staff, field instructors, students, and in-country partners.

We recognize that strong candidates may not meet every listed qualification. We encourage applicants from a wide range of professional, cultural, and lived experiences to apply

Dragons is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, marital status, age, veterans' status, disability, pregnancy or union activity.

Interested candidates should complete our [Job Application Form](#), through which you will answer a few questions, upload a PDF with a cover letter, resume, and share three references. Candidates should make sure to address any pertinent experience, including professional and personal, that is relevant to this position.

Applications will be reviewed on a rolling basis beginning in June. Initial interviews are anticipated in July, with a preferred start date of early September.

Due to the volume of applicants expected, only those candidates selected for interviews will be contacted. If you have difficulty completing our Job Application Form you can reach out to kevin@wheretherebedragons.com

Application Deadline: June 15, 2026