



Coach Program Facilitator

SUMMARY

This role is responsible for all administration, management and facilitation of Diamond Academy's Coach Program.

POSITION OVERVIEW

This is a full time salaried position that reports directly to the CEO Kathleen Cameron.

This is a virtual position and it isn't always a 9-5 job. This position involves working some evenings and weekends, and at times, responding to team members outside of normal business hours.

DIAMOND ACADEMY'S MISSION

To facilitate elevation in the human experience of life individually, while having a combined impact on the greater consciousness and experience of life globally.

We live out our mission through courses, masterclasses, retreats and live events.

YOU'RE PERFECT FOR DIAMOND ACADEMY IF YOU'RE...

- tech-savvy and resourceful.
- empowered when given responsibility and run with it.
- detail-oriented and you have a keen eye for it.
- super efficient and know how to get things done!
- a learner at heart and professional development has become innate.
- proactive + organized.
- Has a knowledge and willingness to learn about manifestation/mindset
- Enjoys working with a team to help others achieve their dreams

DUTIES & RESPONSIBILITIES

Include the following, but not limited to:

- Keeps track and manages of all incoming coach program clients with Diamond Academy
- Coordinates and facilitates weekly training sessions
- Maintains updated information on all current coach program clients.
- Maintains course information and access in Kajabi



- Responds to call questions from current coach program clients
- Regularly holds coach program info sessions to education prospective clients

SKILLS, ABILITIES & QUALIFICATIONS

The ideal individual possesses the following skills and strengths:

- Has at least 1 year of experience with social selling
- Excellent communication and collaboration skills
- Experience in sales with the ability to teach others
- Lives according to the universal laws
- Has a good understanding of attraction marketing and able to articulate it to others
- Dynamic ability to support and empower others
- Coachable, ability to receive constructive feedback with ease
- At least 1 year of leadership experience
- Knowledge of social media marketing