



## **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

# DIAMOND *Academy*

- 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