

"European School" LLC announces a vacancy for the position of Writing Workshop Leader

About the school:

The European School is an international CIS accredited school that offers its students various educational programs - kindergarten, Georgian program, IB (PYP / MYP / DP) and American high school

Job Title: Writing Workshop Leader

Position Type: Full-Time

Location: Tbilisi

Company: European School

Salary per month: Tbilisi

Job Overview: We are seeking a Writing Workshop Leader who can run group and individual sessions to help students brainstorm, draft, and redraft university writings, resumes, and other material related to their university and career plans. The ideal candidate will derive job satisfaction from intellectual exertion and quality writing, engaging proactively with students to help them improve their writing skills. You will play a significant role in furthering our school's university-going culture, supporting our organization's daily operations, and ensuring a smooth workflow that leads to overall success.

Key Responsibilities:

- Draft, edit, and proofread documents, reports, and correspondence.
- Organize writing workshops for grade 11 and grade 12 students
- Input data into spreadsheets, databases, and other systems as required.
- Assist in preparing meeting agendas, materials, and presentations.
- Retrieve and provide documents upon request.
- Work with students and parents to assist in filling out application forms.
- Assist in organizing the annual career fair.
- Research university requirements and curate research findings for the university and career counseling office.

Qualifications:

- High school diploma or equivalent;

- Proven experience as an effective writer, researcher, or English teacher is a plus.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Excellent time management and organizational abilities.
- Ability to handle multiple tasks and prioritize effectively.
- Basic knowledge of office equipment and technology.
- Strong problem-solving skills and attention to detail.
- Positive attitude, adaptability, and a willingness to learn.

Benefits:

- Competitive salary
- Health insurance
- Retirement savings plan
- Paid time holidays
- Professional development opportunities
- A supportive and collaborative work environment

If you are interested, send your resume (CV) to the e-mail address: vacancy@europeanschool.ge
Please indicate the title of the vacancy in the subject field of the e-mail, otherwise your resume will not be considered.

By sending data on the mentioned vacancy, you confirm that you agree to the company collecting, processing and storing the submitted information (cv) within the framework of the "Law on Personal Data Protection" in order to conduct the necessary procedures for your employment. Personal data will be used only for the stated purpose and will not be transferred to a third party without your consent.

good luck!