

# PROGRAM MANAGER

Full time | Start ASAP or Flexible

Location: Denver, CO | Range: 47-54 K



## ABOUT THE OPPORTUNITY:

The Program Manager opportunity is a gateway for ambitious early career professionals seeking a role that will grow their professional network, deepen their business knowledge, sharpen their program and event management skills, and expand their long-term career possibilities. Working as part of our international Delivery team, you will take ownership of the organization and execution of our virtual and in-person experiential learning programs for our clients based in the US, Europe and Asia. This includes developing timelines and budgets, driving program content, assessing program outcomes, collaborating with various internal and external stakeholders, and identifying, conversing and maintaining relationships with executives and inspiring leaders across nearly every industry.

## ABOUT WDHB:

WDHB is a pioneer in experiential learning for the corporate world. We assist organizations in their people and strategy development through designing and delivering Learning Expeditions, Leadership Experiences, Strategic Summits, and Upskilling Programs. Founded in 1989, the company has established hubs in Denver, Shanghai, Zurich, Singapore, Dubai, and Paris, with additional team members around the globe. We are a small team with international and eclectic cultural and professional backgrounds. At WDHB, we see the world as our classroom, full of infinite and diverse moments to grow through the power of shared stories and experiences. We challenge and enable people to transform for what comes next, with the ambition of charting the future of organizational learning.

## IDEAL CANDIDATES:

- An early career professional with 2-4 years of work experience, preferably with exposure to event coordination, business management, learning and development and/or consulting.
- Technical proficiency in Microsoft Office (PowerPoint, Excel, Word), Adobe Creative Cloud, Zoom, and MS Teams.
- Excellent verbal and written communication skills across digital channels and in-person.
- Equipped with an analytical background and business sector knowledge.
- A team player, outgoing, and proactive.
- Solid public speaker and presenter.
- Ability to work effectively with multiple internal and external stakeholders.
- Detail-oriented, highly organized, and able to multi-task and trouble shoot in fast-paced environments.
- Possess a curious and open mindset and a willingness to continuously learn.
- Willingness and ability to travel domestically and/or globally for program deliveries.

## TO APPLY:

Send your resume to [careers@wdhb.com](mailto:careers@wdhb.com)

## WE OFFER:

- A competitive remuneration package including unlimited paid time off, 401k matching, health, vision and dental insurance, a paid annual wellness week, funding towards professional development, and more.
- Flexible workplace and working hours.
- An opportunity to work with the world's leading companies and engagement with our global ecosystem of thought-leaders including astronauts, business innovators, and olympic athletes.
- Training in digital event delivery tools and experience management, developing multiple skills in-person event organization and public speaking.
- A dynamic and empowering work environment with an international footprint including counterparts based globally.
- Be part of an expanding entrepreneurial global company hacking the intersection of strategy, cutting-edge experiential learning, and future trends.