

*** JOB OPENING ***

At CoHo we are knowledge brokers. We connect medical practitioners and students from abroad, mainly Japan, to networks of US based medical universities, hospitals and healthcare experts through short-term programming which allows for collaboration and learning in care systems, practices, and treatments. We serve our clients by building and maintaining lifelong partnerships in growing fields such as nursing, physical therapy, occupational therapy and sports medicine.

We are now on the search for an experienced Assistant Coordinator; one who is passionate about execution, detail, communication and putting smiles on faces. To be clear, this is a seasonal position so the ideal candidate would be someone looking for additional income but more importantly being a key anchor in Colorado to bridge US-Japan relations.

Directly reporting to and working hand-in-hand with Tomoko Goodman, our co-founder, and CEO, the Assistant Coordinator is a crucial position on our team who supports the needs of our CEO and will, in turn, be one of the most critical roles in our organization. The ideal candidate for this role demonstrates strategic thinking, and an ability to develop new (and run existing) programs.

You're an ideal candidate if...

You are good at prioritization and planning.

You use excellent communication skills to gain the context necessary to set itineraries, perform tasks, and adopt a can-do attitude.

You are physically able to be on-ground support and assist 24/7 to our client's needs during their stay in Colorado (usually 7 to 10 days at a time).

You take pride in accuracy and professionalism.

You show a great attention to detail, thoroughness, and follow-through.

You are always on time with everything you do.

You approach problem-solving with an open mind and are willing to take a leadership position.

You believe deeply in the importance of transparent and honest communication.

You are not the type of person who says "that's not my job".

You are willing and eager to be in a supportive role to help fill gaps for our CEO.

You are willing to learn things you don't know and do whatever it takes to get the job done

You are willing to work flexible hours including some evening and weekends.

Bonus Points if You...

Are bilingual in both Japanese and English.

Have experience in designing and running events, tours or other social functions.

You are proficient in Social Media tools and have experience marketing through these channels

Someone who does this Job well may go on to...

Lead new programs in new medical disciplines or even in new US cities

Take over the role of Chief Operations Officer

Application Timeline

We are accepting applications on a rolling basis but aim to make a hire before our programs begin next year. A key part of our selection process will be participating on a trial basis in our programming end of this summer. Please send a brief intro and resume to

hello@cohointernational.com