

ENVOYS

[Envoys](#) is seeking a Risk Management Director to join its full-time team. The projected start date is immediate with flexibility to accommodate the right candidate's availability. This position will support Envoys' program and partnerships teams in the assessment and management of health, safety, and security risks across all programs in design, preparation, and implementation.

RISK MANAGEMENT DIRECTOR

Goals

- Constantly improve risk management procedures and documentation used by headquarters and field staff to be maintained at appropriate levels for organizational sustainability
- Track incidents in the field and establish a learning system to enhance Envoys' risk management system, reducing the number of incidents in the field.
- Programs in the field have appropriate support to manage and respond to health, safety, and security risk events.

Responsibilities

- Review programs and provide concrete actions to mitigate the probability and consequences of potential risk events.
- Provide regular training and ongoing support to field staff.
- Establish contact and develop relationships with stakeholders including medical advisory, insurance providers, legal teams, school partners, training providers, software providers, etc.
- Work collaboratively with the Envoys partnership team to convey risk practices and realities to school and family clients.
- Review and improve Envoys' risk management procedures, including the development of RAMPs, checklist content and platforms, medical training, and vendor screening methods.
- Analyze organizational data around incidents and checklists in order to implement a more informed and strategic risk response strategy.
- Attend conferences and seminars to represent Envoys, broaden networks, and gain knowledge about practices in the field.
- Cumulative annual travel of 8-12 weeks, including conferences, school visits, program visits, team retreats, and program leadership (2-3 per year).
- Serve as part of an 'on-call' rotating team for monitoring and response to programs in the field, including responding on nights and weekends.

Qualifications

- Demonstrated experience with outdoor programming, educational travel, youth development, and risk management for education spaces.
- Previous training or certification in medical response training such as Wilderness First Responder, First Aid, or Backcountry Medicine.
- Comfort and proficiency with Google Workspace, Hubspot, and Salesforce.



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- Hard-working professional with advanced social skills in working with stakeholders from divergent cultural backgrounds.
- Emergency reaction skills, assertive communication, problem-solving, critical thinking, working under pressure, and adaptability
- Preferred: language proficiency in Spanish and English is a plus!

Details

- This position is a remote position, with a preference for candidates living in the Central or Eastern time zones.
- The starting base salary range for this position is \$50,000 USD annually, in addition to a variable compensation package of up to 10% of the base salary, depending on the manager's achievement of individual and organizational objectives. Exact compensation may vary based on skills, experience, and location.
- Envoys offers a health care plan, 401 K matching, and other benefits.

Interested candidates should submit a resume outlining their interest and experience relevant to the position to hiring@envoys.com.

