

# JOB DESCRIPTION

## Health, Safety & Security Coordinator and Onsite Partner Relations

### About Barcelona Study Abroad Experience (SAE)

The mission of [Barcelona SAE](#) is to provide superior quality study abroad and internship options in Barcelona that incorporate a strong intercultural element for our students. All aspects of our programs incorporate experiential learning and cultural immersion in order to open the eyes of the next generation of leaders to a global world. It is our hope to attract staff members committed to these same goals.

### Position Details

**Position Title:** Health, Safety and Security Coordinator & Onsite Partner Relations

**Location:** Barcelona and surroundings

**Hours:** Full-Time, 39h/week

**Type of contract:** Temporary contract

**Dates:** December 1st 2018 - November 30th 2019

This position is part of a team of experienced professionals at Barcelona SAE who work collaboratively to provide the best study abroad, internship and customized programs in Barcelona.

### Required Qualifications & Skills

- Excellent communication skills
- Problem-solver, well-organized, patient, good listener, flexible and ability to multitask in a fast paced environment
- Ability to compile data and develop comprehensive reports
- Interest in working with college students in an international environment
- Confidentiality and discretion
- Excellent knowledge of Barcelona
- Experience managing groups
- International experience (participation in an exchange program or similar)
- 2-5 years previous experience in customer service, administration and problem solving
- Fluency in English and Spanish, high level of Catalan is a plus
- Strong computer skills (MS Office, Google Docs)

### Compensation and Benefits

- Fun, interactive and dynamic environment
- Energetic and entrepreneurial team
- Frequent staff gatherings and team building activities
- Creative workspace, always open to new ideas
- Extra hours from activities are compensated
- Wellness Benefit
- Professional Development opportunities
- Possibility to travel around Catalonia and Spain
- Competitive salary

### Job Responsibilities

#### Health, Safety & Security Coordinator responsibilities:

- Supervision of Health and Safety department and assure all health and safety procedures are followed onsite
- Main point of contact for major health issues such as: hospitalisation, major incidents, mental health, regular health incidents
- Ensuring that student contact info is updated, that weekend travel is tracked and that emergency phone reports are completed
- Training of all new staff and ongoing training for existing staff in dealing with emergencies, health and safety response plans and risk management
- Planning, updating and executing of Risk Management Plan
- Assure our onsite incident report is updated and cases are followed up appropriately
- Train staff on US policies such as the Cleary Act, HIPAA and Title IX
- Be on call when needed for major health and safety issues
- When covering the Emergency Phone, available for emergencies when participants are on site
- Other responsibilities as required

#### Onsite Partner Relations responsibilities:

- Liaison and main point of contact for Emergency Contacts in the US and wherever participants are from
- Communication of incidents to partners' headquarters
- Organising site visits and familiarization trips for staff and partner universities
- Participate and deliver ongoing trainings
- Point person for onsite marketing (photography, instagram, gathering testimonials from participants)
- Updating and reviewing material for partners' headquarters
- Coordinating training for current and new onsite staff

#### Other tasks include:

- Preparing, organizing and delivering orientation and professional workshops
- Leading students groups during cultural activities (in Barcelona and in other Spanish cities)
- Assisting in other departments when necessary

### How to Apply

- Submit cover letter and resume in PDF format along with two references to Elena Villaescusa, Assistant Onsite Director ([elena@barcelonasae.com](mailto:elena@barcelonasae.com))
- Subject line: "Health, Safety and Security Coordinator & Onsite Partner Representative"
- Application deadline is **November 19, 2018** or until position is filled. Qualified candidates will be contacted; no phone calls, please
- Interviews will be conducted in English, Spanish and Catalan (if applicable).

