

JOB DESCRIPTION

Internship Programs Coordinator

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 encourage 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. Barcelona SAE is a team of passionate international educators who values diversity in our student body and staff, and our award-winning TODOS diversity commitment is at the heart of everything we do.

Position Details

Position Title: Internship Programs Coordinator

Location: Barcelona and surroundings

Hours: Full-Time, 39h/week

Type of Contract: Temporary

Contract Dates: Feb 13, 2023 - July 31, 2023

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. This position is a perfect fit for a driven, creative, and energetic young professional.

Required Qualifications & Skills

- Fluency in Spanish & English, high level of Catalan is a bonus
- Excellent knowledge of Barcelona
- Bachelor's degree or equivalent experience/knowledge, preferably in Business, Sales, HR, and/or Communications
- 3+ years of professional work experience
- Problem-solver; ability to strategize, anticipate, and take initiative
- Well-organized, flexible and ability to multitask in fast paced environments
- Team player with a rockin' sense of humor
- Outstanding written, verbal and interpersonal communication skills
- Strong computer skills (Excel/Sheets, Google Docs)
- Interest in working with college students in an international environment
- Cultural fit with Barcelona SAE's vision, mission and core values

Preferred Qualifications & Skills

- International study, intern, and/or volunteer experience
- Experience managing groups and working with international students, preferably American
- Previous experience in Human Resources, Sales or Administration
- Experience networking in Barcelona in several industries (Fintech, Entrepreneurship, Engineering, Health, etc.)
- Knowledge of U.S. university system and study abroad

Job Responsibilities

The internship coordinator will be in charge of orchestrating and coordinating certain aspects of the internship program:

- Matching international students to Barcelona based host companies in fields such as business, psychology, political science, engineering, etc.
- Key account management with potential companies:
 - Recruiting, contacting and visiting potential companies
 - Participating in networking events
- Managing internal database
- Managing and resolving any issues between the company and students
- Helping provide students with additional professional development opportunities and professional agendas
- Coordinating evaluations and academic components of the program
- Improving the process and quality of the internship program
- Other tasks and projects as needed

Other Tasks:

- Taking part in the company's emergency phone shifts. When covering the emergency phone, available to quickly assist in emergency resolution
- Mentoring and engaging with students
- Preparing, organizing and delivering orientation and professional workshops
- Leading students groups during cultural activities (inside and outside Barcelona)
- Flexibility to work in other departments and tasks when needed

Compensation and Benefits

- Fun, interactive and dynamic environment
- Energetic and entrepreneurial team
- Frequent staff gathering: after-works, meals with staff and students and team building activities
- Creative workspace, always open to new ideas
- Extra hours from activities are compensated
- Possibility to travel on program excursions
- Competitive salary (21.000€-23.000€ brutos annual)

How to Apply

- Please submit your cover letter and resume in PDF format and two references to internships@barcelonasae.com with "Internship Programs Coordinator Position" in the subject line.
- It is strongly encouraged that only candidates who meet all the required criteria apply.
- Qualified candidates will be contacted; no phone calls, please.
- The interview will be conducted in English and Spanish as well as Catalan if the candidate has conversational level.

