

New Position:	Coordinator, Teach in Spain
Department:	CIEE Teach Abroad
Reports To:	Manager, Teach Abroad, Portland, Maine, USA
Location:	Madrid, Spain
Expected Start Date:	October 30, 2017

Summary of Role

The Coordinator for Teach Abroad programs in Spain is responsible for coordinating all aspects of CIEE Teach Abroad programs in Spain. This position will require intensive preparation for and execution of teacher placement, orientation, and support of all Teach in Spain participants who serve as language and culture assistants primarily in the Community of Madrid, but also in nearby regions, such as Castilla La Mancha and Castilla y Leon. In cooperation with colleagues, the Coordinator will provide in-country services to more than 650 program participants annually and will support participants with health, safety, and cultural adjustment issues. In addition, the Coordinator will assist with communication and negotiation between CIEE, government officials, host schools, service providers, and teachers. While the Coordinator reports to the Manager of Teach Abroad Programs, s/he will also receive direction from the Director of the CIEE Madrid Global Institute and may be asked to assist with other programs and duties at the Global Institute.

Primary Responsibilities:

- Prepare for and execute all aspects of Teach Abroad programming in Spain, including teacher placement, orientation, and ongoing participant support.
- Plan and deliver in-country orientations for program participants, including workshops on topics such as health and safety, intercultural development, and classroom management. Reserve appropriate hotel accommodations, meeting space, and restaurants for group meals. Assist with walking tours and cultural activities both during and after orientation periods.
- Support participants with a range of personal, logistical, and professional issues and communicate empathy while offering advice and/or resources as appropriate.
- Act as in-country emergency contact for participants by participating in a CIEE emergency cell phone network with pre-scheduled rotational shifts and reporting on and responding to health and safety incidents.
- Create and update pre-departure information, including handbooks and an online pre-departure course.
- Develop and maintain CIEE’s relationships with government and private sector partners while ensuring that the expectations and responsibilities of all parties are clearly communicated through written agreements or other means.
- Confirm the administrative calendar for each program departure/arrival and assist with the flow of information from Spain to the head office.
- Assist with budgeting process and operate under fiscal constraints.
- Assist with other CIEE Madrid programming, such as summer or customized programs, and general administrative tasks as requested by the Director of the CIEE Madrid Global Institute.

- Other duties as assigned

Knowledge and Skills:

- Bachelor's degree in Education, ESL, Intercultural Communication, Administration, Management, or other related field.
- Experience in the field of international education and/or teaching, in addition to advising and supporting participants living in a foreign country.
- Advanced fluency in English and Spanish and ability to discuss complex issues in both languages.
- Strong communication skills, both written and verbal, and effective public speaking skills.
- Strong interpersonal skills and ability to communicate (naturally) an interest in the students, schools, faculty, etc.
- Ability to handle multiple tasks and priorities simultaneously.
- Must be very flexible and be able to respond quickly to changing circumstance. Must have a high tolerance for ambiguity.
- Strong computer skills (Word, Excel, Outlook, Power point, etc.).
- Authorization to work in Spain

Availability and Time requirements:

- Full-time position
- Periods of intense work demands during placement and orientation periods (May - June and August-October).
- Some domestic travel required, local travel frequent

The Coordinator has access to all participant applications, their transcripts, and other personal information. S/he might be privy to personal and/or academic problems of participants and must respect and maintain the confidentiality of such records.

To apply: Please send your CV and cover letter in English. Deadline: October 13, 2017 to: sbush@ciee.org. No phone calls. Please place: "Teach in Spain Coordinator" in the email subject line.