



Position: Program Coordinator

Location: Sarphatistraat 370, Amsterdam

Starting Date: Asap

Type of employment: Full Time (40 hours per week)

Join us on our global journey! Stage-Global is a international educational exchange company located in the heart of Amsterdam with the objective to help students and young professionals from all over the world find a suitable professional experience (Internships, Traineeships and Au Pair programs, among others) in our destination locations, which include the United States, Europe, Asia and Australia.

Therefore, we are looking for an enthusiastic colleague who values the experience of going abroad and travel to join our team!

We are passionate about international experiences, and with this enthusiasm we help our candidates obtain an unforgettable experience abroad. By joining our team, you will have the opportunity to share this international passion on a daily basis with students and young professionals from diverse backgrounds.

Job Description

Stage-Global is looking for a Program Coordinator to join our team in Amsterdam. As a Program Coordinator, you will get involved in various areas of exchange program arrangements, providing essential support to our company.

Key responsibilities:

- Placement Coordination: Arrange placements for students and young professionals at companies in the United States, Australia and Europe. Successfully managing relations with host businesses and students in the process of finding an ideal professional match for each participant.
- J-1 visa coordination: Manage and process the J-1 visa applications for international interns and trainees, while maintaining professional communication with U.S governmental agencies, Host Businesses and candidates on a daily basis to ensure the successful and organized completion of the process.
- Business Administration: Handle a variety of administrative tasks in order to ensure smooth operations within the team.
- Serve as the first point of contact for potential candidates interested in Stage-Global programs.
- Work on the promotional communication of Stage-Global and maintain brand awareness.
- Function as a liaison between host businesses in the destination countries, and international candidates for internship and traineeship opportunities.



Job requirements:

- Experience in the United States and/or abroad (work, internship, study or holiday experiences) is a plus. The ideal candidate will have had first-hand knowledge to help make participants enthusiastic about going to the countries we work with.
- Bachelor's or Master's Degree.
- Excellent spoken and written communication skills in English.
- A good team-work attitude, results-oriented, customer service-oriented, quality-oriented, stress-resistant, convincing, systematic and enthusiastic.
- Excellent problem-solving, strong organizational and critical thinking skills.

This is a full-time position that requires some flexibility of schedule due to the time differences with the various regions we work with (particularly the United States). The ideal candidate currently resides in Amsterdam.

What we offer:

- A great work location in the city center of Amsterdam
- 25 paid vacation days
- Competitive salary

How to apply:

Send your CV & Motivation Letter to Andries Bonneur – abonneur@stage-global.com.