



**Position: Program Coordinator**

Location: Herengracht 499, Amsterdam, 1017BT

Starting Date: ASAP

Type of employment: Full Time (40 hours)

Stage-Global is an international exchange company located in 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 experiences, among others) in our destination locations, such as the United States, Europe and Australia.

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

**Job Description**

Stage-Global is looking for a Program Coordinator to join our team in Amsterdam. As a Program Coordinator, you will become involved in diverse areas of internship and traineeship program arrangements, providing essential support to our company.

**Key responsibilities:**

- Coordinate visa applications from students and young professionals starting a program in the United States and Australia, as well as other placement processes for internships in Europe;
- Be the first point of contact for potential candidates interested in Stage-Global programs;
- Be involved in various programs we offer;
- Assist with organizing information fairs at universities in The Netherlands;
- Work on the promotional communication of Stage-Global and maintain brand awareness.

**Job requirements:**

- Experience in the United States and Australia (work, internship, study or holiday experiences). The ideal candidate will have first-hand knowledge to make participants enthusiastic about these countries!
- Excellent communication skills in English
- A good team-work attitude, result oriented, customer-oriented, quality-oriented, stress-resistant, convincing, systematic and enthusiastic.

This is a full-time position that requires some flexibility of schedule due to the time difference in Australia and the US. The ideal candidate lives in Amsterdam.



**What we offer:**

- A great working location at the Herengracht 499 in Amsterdam
- 25 holiday days
- Suitable salary + Company Pension Plan

**How to apply:**

Send your CV & Motivation Letter to Andries Bonneur - [abonneur@stage-global.com](mailto:abonneur@stage-global.com)

Application deadline is **March 11, 2019**. We will reach out to all applicants after this date.