

Global High School Coordinator, CIEE Toulouse

Job type: full time, French CDI

Location: 11 rue pharaon, 31000 Toulouse

Salary: Commensurate with experience

Start date: early October 2018

QUALIFICATIONS

Master's degree

Valid working papers for the EU

Strong communication and presentation skills in English and French, both written and verbal

Good knowledge of France, French culture and the city of Toulouse

Experience in international education field (HS preferred)

Good understanding of French High School system

High ability to handle multiple tasks and priorities simultaneously

Adaptation skills to peak periods and unplanned emergencies or crisis

Computer skills (word, excel, power point, salesforce)

JOB DESCRIPTION

Basic Function

The Global High School Coordinator is primarily responsible for ensuring the success of the daily functioning of the High School Abroad (HSA), Gap Year Abroad (GYA), and High School Summer Abroad (HSSA) programs and is also accountable for managing and overseeing operations to support students, host families and school representatives for the HSA, GYA, and HSSA programs.

Specific Duties

Recruitment, Training and Managing Host Families, ensuring safe placements

Search and visit hosting schools in order to promote HSA and HSSA programs

Program management and supervision, organization, preparation and implementation of orientation sessions, trips, cultural activities, school registrations, regular communication with students, host families and host institutions throughout all programs, developing program budget with main Portland office

Health, safety and security, advising and warning to participants to help them minimize risks and enhance individual safety, communication of health and safety incidents to CIEE Portland support department, developing and maintaining emergency and crisis preparedness processes, maintaining 24/7 emergency phone

Administrative support, providing all visa-related material to Portland office in a timely manner to meet students' consulate appointments

IF INTERESTED, PLEASE SEND YOUR RESUME AND COVER LETTER TO ISABELLE JAFFE AT: ijaffe@cief.org