



INTERNSHIP PROGRAM COORDINATOR

Are you passionate about international education, building meaningful partnerships, and helping young people develop the skills and confidence to thrive in a global world? Do you enjoy connecting people, creating opportunities, and working in a dynamic international environment? As CIEE Brussels launches and grows its internship portfolio, you will play a key role in helping students gain transformative professional experiences while building a strong network of local partners across Brussels.

About CIEE

A nonprofit, non-governmental organization, CIEE is the United States' oldest and largest nonprofit study abroad and intercultural exchange organization. Since 1947, CIEE has helped thousands of people gain the knowledge and skills necessary to live and work in a globally interdependent and culturally diverse world by offering high-quality international education and exchange programs. Through study abroad, internships, and experiential learning opportunities, CIEE builds bridges between people, cultures, and communities around the world.

Summary of Position

The Internship Program Coordinator is responsible for supporting the development, coordination, and delivery of CIEE's internship programs and non-formal education activities in Brussels. Working closely with the Center Director, the Coordinator will help build and expand CIEE's network of internship host organizations while ensuring a high-quality experience for students participating in internships and related professional development activities.

This is an exciting opportunity to contribute to the growth of a new CIEE Center by developing relationships with organizations across Brussels, including startups, public affairs organizations, non-profit organizations, international companies, think tanks, and other professional sectors. The Coordinator will support all stages of the internship process, from partner outreach and student placement to orientation, on-program support, and evaluation.

Primary Responsibilities

Internship Development & Partner Relations

- Develop and maintain relationships with internship host organizations throughout Brussels.
- Identify, research, and engage prospective internship partners across a range of sectors, including startups, NGOs, public affairs organizations, international businesses, and professional services.
- Conduct outreach meetings, site visits, and partnership development activities.
- Create and maintain a database of internship and community partners in Salesforce.



Internship Placement & Student Support

- Coordinate student internship placements and support all related administrative processes.
- Schedule and conduct pre-placement meetings with students.
- Review student CVs, cover letters, and internship applications, providing feedback and guidance.
- Match students with appropriate internship opportunities based on academic background, skills, and professional goals.
- Support students throughout their internship experience and contribute to maintaining high standards of quality and student success.

Program Administration

- Complete administrative tasks related to internship and experiential learning programs, including data management, reporting, documentation, and record keeping.
- Prepare and manage internship agreements and required documentation for students and host organizations.
- Assist with visa-related documentation and participant compliance processes when required.
- Distribute, collect, and track learning agreements, evaluations, and other program materials.
- Maintain accurate program records and databases.

Programming & Experiential Learning Activities

- Coordinate internship orientations, professional development workshops, networking events, company visits, and cultural activities.
- Assist with identifying guest speakers and organizing professional and cultural excursions.
- Support student engagement initiatives that enhance learning and professional development.
- Accompany participants to selected company visits, networking events, and program activities as needed.

Center & Strategic Support

- Collaborate with colleagues on the continued development and growth of programs in Brussels.
- Support visits from university partners and internship providers.
- Contribute content and information for marketing and promotional materials.
- Participate in global CIEE initiatives and the sharing of best practices related to internships and experiential learning.
- Undertake other duties as assigned to support the successful operation of CIEE Brussels.

Qualifications & Skills

- 2-4 years of relevant professional experience in program coordination, student services, partnership development, event coordination, youth work, international education, or a related field.
- Demonstrated knowledge of Brussels and its ecosystem, gained through study, employment, volunteering, or comparable experience; understanding American cultural context is a plus
- Professional English fluency (C1) with excellent written and verbal communication skills is required; French and/or Dutch language skills are an asset.
- Strong interpersonal and relationship-building skills, comfortable networking and developing professional partnerships.
- Excellent organizational skills and attention to detail.



- Ability to manage multiple priorities and deadlines independently.
- Strong research, administrative, and problem-solving abilities.
- Proficiency with Microsoft Office suite, with an ability to learn and use new technologies and database systems; familiarity with Salesforce is a plus
- Interest in international education and working with diverse student populations.
- Willingness to occasionally work outside traditional business hours for student activities, partner events, and meetings across time zones.
- Applicants must already have the legal right to work and reside in Belgium at the time of application.

Conditions

- Reports to Center Director
- Location: Brussels, Belgium
- Start Date: As from 15 October 2026
- Hybrid working arrangements of up to one day per week may be possible depending on the program calendar and operational needs.
- Contract type: Fixed Term Contract (CDD) from start date to July 2027; possibility for extension

How to Apply

- Complete the [online application form](#)
- Send a pdf of your CV and Letter of motivation to Brian Jurczik-Arnold at bjurczikarnold@ciecee.org.
- Application deadline: **28 September 2026**

Applications will be reviewed on a rolling basis. We encourage interested candidates to apply early, as interviews may begin before the closing date.

CIEE is committed to creating an inclusive workplace and welcomes applications from individuals of diverse backgrounds, experiences, and perspectives.