



Position: Program Coordinator

Department: Study Abroad

Reports To: Center Director, Brussels

Location: Brussels, Belgium

Starting date: October 2026

Who we are:

CIEE is a nonprofit study abroad and intercultural exchange organization that transforms lives and builds bridges between individuals and nations through study abroad and international exchange experiences that help people develop skills for living in a globally interdependent and multi-cultural world.

Why work with us:

- **You will change the world.** CIEE builds bridges between people, countries, and cultures. We help young people participate in high-quality international exchange and study abroad programs that bring the world together. We change lives, our alumni change the world. Be part of the change!
- **You will be part of a fast-paced, international, and collaborative team of professionals.** CIEE operates the largest nonprofit network of study abroad locations, with facilities and staff in over 30 countries. Additionally, we help international participants from over 140 countries come to the USA each year. Committed to excellence and solving whatever problem the world throws at them, CIEE professionals work on international teams, and are dedicated to advancing our almost 80-year-old mission to make the world a more peaceful place.

Who you are: The Program Coordinator will support the Center Director prepare the launch and establishment of the CIEE Brussels Center which will open its doors in January 2027 and is responsible for ensuring the effective planning and delivery of programs.

What you will do:

- Provide ongoing student services to all CIEE participants: housing, health, well-being and safety support, pre-arrival and post-arrival logistics
- Establish and expand local partnerships for internships, housing, cultural activities, and academic collaborations
- Provide academic support: faculty recruitment and coordination, pre-registration with university partners, course availability and student academic services
- Coordinate and participate in orientation, workshops, excursions and cultural activities
- Deliver administrative support, including database maintenance and reporting in Salesforce and other CIEE internal tools
- Supervision of temporary staff (program leaders and assistants)



- Assist in the preparation of marketing materials and the management of CIEE Brussels social media accounts
- Serve as a primary contact for students and CIEE staff during emergencies and participate in the emergency staff-on-duty telephone rotation system
- Undertake additional tasks as required to ensure the smooth daily functioning of the center

What you'll bring:

- Bachelor's degree or equivalent experience
- Fluency in English and French and/or Dutch (written and oral)
- Excellent organizational and time management skills
- Ability and willingness to remain flexible, shifting between projects based on the seasonality of the programs, with a proactive attitude, and eager to provide support to different business areas
- Meticulous attention to detail in a very fast-paced environment
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook)
- A strong commitment to diversity, equity, inclusion, and accessibility
- A passion for working with people and strong professional, intercultural, and interpersonal communication skills.
- Ability to quickly learn and adapt to new technologies, systems, processes, and policies.

Candidates must have the unrestricted right to work and live in Belgium prior to appointment.

This is a full-time, permanent contract.

All CIEE Brussels staff are subject to an extended background check as condition of employment.

Have we sparked your interest? We would love to hear from you.

Please email a cover letter and CV to Andrea Adam Moore, Regional Director of Operations, at aadammoore@ciecee.org by 31 August 2026.

Please feel free to reach out if you have any questions regarding the role.

CIEE is an Equal Opportunities Employer. Applications by individuals from ethnically diverse and underrepresented groups are strongly encouraged.