

SOCIAL AND CULTURAL PROGRAMME COORDINATOR IN SPAIN

Minimum 12 weeks

WHO WE ARE

www.proyecto-es.com

PROYECTO ESPAÑOL is a language school, specialized in Spanish for foreigners, with schools in Alicante, Barcelona, Granada and Madrid.

Our goal is to combine teaching the Spanish language and culture with fulfilling your holiday expectations at favourable prices. Our main tasks are offering professional, methodologically sound language instruction, as well as promoting the direct personal contact of each individual with the Spanish culture. In addition to numerous leisure time activities, our free Language Exchange invites you also to get to know Spain outside the classroom.

TASKS

As a social and cultural programme coordinator you will be in charge of all activities involving our students outside the classroom.

MAIN TASKS

- Deliver excellent customer service, at all times.
- Be responsible for the social and cultural program. (Create and manage all activities).
- Always adhere to all company policies and procedures and licensing laws
- Be involved and contribute at team meetings.
- Carry out instructions given by the management team and head office.

CUSTOMER FOCUS

- Be friendly, smiley, sociable and welcoming to our students, to create a great atmosphere.
- Be helpful and go out of your way to help our students.

REQUIREMENTS

- Must be a detail-oriented and collaborative team player and possess strong time and self-management skills.
- Excellent organizational skills with a strong commitment to quality, accuracy and on-time delivery.

Languages: Spanish B1 or higher (we could accept Spanish beginners depending on candidate).

Location: Alicante or Granada, Spain.
Open to work in different shifts, morning – afternoon (could include Saturdays) 6 hours per day.

Remuneration: Spanish course offered by the company and special price for accommodation.

APPLY sending your CV and motivation letter to Samantha Torruella: marketing@proyecto-es.com