

AIFS Abroad - College Division



Since 1964, AIFS has provided students with challenging educational programs in culturally diverse locations around the world. Our participants gain independence and valuable experience by immersing in the art, history, and business environment of a culture different from their own. The result is a more interconnected and peaceful world for future generations. In Berlin, we welcome US students year-round to study at local universities, to participate in a variety of internships or in travel-programs with different themes.

Program Coordinator (m/f/d)

City: Berlin; Starting date (earliest): 01/11/26; Duration: permanent role;
Remuneration: 42.000€ / year; Closing date: 19/11/26

Tasks

AIFS Abroad has a vacancy for a Program Coordinator in Berlin. Your job will be to assist US undergraduate college students and their professors as they live and learn on Study Abroad programs.

The AIFS Abroad Program Coordinator, together with the AIFS Abroad Berlin Director, is responsible for the successful planning, preparation and delivery of the AIFS Study Abroad and AIFS Intern programs in Berlin, including course registration, housing, internship placements, pastoral care, co-curricular and extra-curricular activities and liaison with local academic institutions.

Responsibilities

- Under the supervision of the Berlin Director, assist in the planning of upcoming AIFS program – booking guides, coaches, organizing fieldtrips, housing, classrooms and other program components as required.
- Matching interns with host employers, ensure all participants are quickly and successfully placed into high-quality internships.
- To effectively manage new and existing employers and keeping an up-to-date employer database.
- Perform mid-point site visits with all interns and supervisors.
- As part of a team, deliver information services, a cultural program, counselling and advice to visiting US students.
- Working extended hours via a flexi-time arrangement on evening and weekend duties (cultural events, welcome receptions, excursions).
- As part of a team, manage the emergency cell phone and be available outside normal office hours to deal with emergencies.
- To be available to handle specific personal problems and concerns of individual students as they arise and to assist any medical issues including doctor's appointments/hospitalization.

- To oversee all aspects of student housing including sourcing appropriate apartment/hotel/university accommodation, liaising with landlords, and responding promptly to any housing issues.
- To act as tour manager on occasional program tours in Europe.
- Manage and promote social media content/awareness.
- Any other duties as required.

Requirements

- Good interpersonal skills and a confident and helpful manner to relate to U.S. American faculty and students in a customer service role.
- A degree or equivalent.
- Comprehensive knowledge of Berlin, it's cultural and historical significance.
- Strong communication and writing skills in both English and German.
- Numeracy and ability to maintain records of expenditure.
- Proficient using Microsoft Office.
- Pride in work; flexibility; ability to work as part of a team, to be able to prioritise and meet deadlines.
- Good organisational and administrative skills.
- Competent in the use of social media such as Instagram, X, LinkedIn, etc.
- Experience of working in the study abroad field.

What we offer

Candidates should note that this is not a 9-5 position; because of the nature of the position the ability to work flexible hours – including weekends – on occasion, are essential requirements.

- A salary of 42,000€ per annum on a flexible schedule.
- 30 days paid holiday a year plus German national and local holidays.
- Berlin AB public transport ticket or Deutschlandticket, subject to availability.
- Centrally located office (Berlin-Mitte, near S+U Friedrichstr.), options for part-time remote work

We are currently recruiting for a permanent contract, start date from November 15, 2026, with some flexibility.

We welcome applications from people of all cultures, backgrounds, and orientations.

Application

Please send a current CV and covering letter detailing why you are suitable for the role to nthomsen@aifs.co.uk. The application deadline is Tuesday, October 20, 2026, interviews will be held starting October 22 or earlier, please apply at your earliest convenience.

More information at <https://stellenticket.de/207709/FUB/>
Offer visible until 08/11/26

