



Customized Educational
Programs Abroad

OCTOBER 2019

COORDINATOR FOR AMERICAN STUDENT GROUP IN COLOGNE

Do you enjoy meeting new people?

Are you flexible, well-organized and have a good sense of humor?

Are you passionate about your city and enjoy working with people?

If your answer is “yes” to the above questions, we may have the right job for you!

As a CEPA coordinator we ask you to not only focus on the logistics of the tour, but to create an unforgettable experience for our student groups. You will be a part of our team at CEPA to help students and faculty leaders to discover Cologne through educational travel.



RESPONSIBILITIES

- Deliver a high level of customer service and traveler satisfaction
- Provide detailed information about Cologne and its public transportation system and give suggestions about what to do in the region
- Take care of the logistics of the tour (e.g. lead the group to the business/cultural visits, airport/train pick-up etc.)
- Orientation walking tour and introduction to the German culture on the arrival day
- Deal directly with students' issues and/or concerns and be their contact person for questions, problems, and emergencies (e.g. seeing a doctor)

REQUIREMENTS

- Fluency in English and German
- Very good organizational and communication skills
- Applicants should live in or near Cologne and be knowledgeable about their city
- Distinctive service orientation and ability to deal with stressful circumstances
- Very good problem-solving skills
- Reliability, flexibility, and open-mindedness
- Experience in similar jobs preferred

For more information visit www.cepa-abroad.org/about-us/jobs-career

Email your comprehensive application including CV to:
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