



Business Development & Program Specialist at The Learning Abroad Co.

Valencia, Spain

Are you passionate about international education and creating life-changing experiences for students? At **The Learning Abroad Co.**, we specialize in designing **inclusive, valuable and culturally immersive** programs that connect students with global learning opportunities. We're present in Ireland, Spain and Italy.

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Position Overview: We are seeking a motivated Business Development & Program Specialist to join our team in Valencia. This role presents an excellent opportunity for an early-career professional who is passionate about international education and eager to grow professionally. You will work directly with our experienced Head of Business Development and Partner Relations (based remotely), who will provide ongoing mentorship and guidance to support your development. This position combines hands-on experience in student support, local business development, sales and international partner relations.

Role Distribution:

- **50% Business Development, Sales and Partner Relations**
- **25% Local Business Development and Program Development**
- **25% Onsite Student Support and Program Delivery**

Key Responsibilities:

- Work closely with the Head of Business Development to develop and maintain educational partnerships
- Create proposals, quotations, and presentations for potential partners
- Handle program inquiries and support client communication

- Support administrative tasks related to program development and delivery
- Assist with reporting and basic business performance analysis
- Contribute to market research and competitor analysis
- Support business growth through relationship building
- Participate in educational fairs and partner visits if required
- Support onsite team with incoming students and groups in Valencia , including handling emergency phone
- Assist with local business development activities in Spain
- Support marketing initiatives
- Identify and pursue new business opportunities

Your Profile:

- Results-oriented with strong commercial drive
- Quick learner eager to grow professionally
- Natural communicator and relationship builder
- Proactive problem-solver who doesn't wait for instructions
- Excellent time management and prioritization skills
- Flexible, Resilient and the able to handle dynamic work situations

Required Qualifications:

- Bachelor's degree in Business, Marketing, Education, or related field
- Fluent in English and Spanish (written and spoken), preference for Spanish native speakers
- Excellent communication and interpersonal skills
- Strong organizational abilities and exceptional attention to detail and follow-through
- Experience in developing and maintaining client relationships
- Proficiency in Microsoft Office suite, including Excel
- Ability to work independently and as part of a team
- Self-motivated with ability to manage priorities independently when needed
- Willingness and availability to travel when required

Desired Qualifications:

- **Additional language skills (particularly European languages)**
- **Previous experience in customer service or sales**
- **Experience with remote collaboration tools and virtual communication**
- **Understanding of international education market**
- **Experience working in a remote reporting structure**

What We Offer:

- Competitive salary aligned with mid-level experience and growth potential
- Extensive mentoring and professional development opportunities
- Direct guidance from experienced leadership

- Dynamic, international work environment
- Travel opportunities within Spain and internationally ·
- Opportunity to make a real impact in international education
- Full-time position with clear growth path
- Working from a Co-working space in Valencia City center, with flexibility to work from home (in Spain) 1 or 2 days a week.

Application Deadline: February 11th

Location: Valencia, Spain

Salary Range: Between €24.000and €28.000 depending on experience.

To Apply: Please send your CV and cover letter to
nicoletta@thelearningabraodco.com

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