

Job Opportunity HOMESTAY Administrator New Brunswick International Student Program (NBISP) two-year contract

1 Position Available in: ASD-West

Atlantic Education International has an immediate job opportunity in Anglophone School District - West for a Homestay Administrator to work collaboratively with existing NBISP Homestay Coordinators and the NBISP Regional Manager. This two-year contract is currently offered as 0.8 FTE weekly (approx. 4 days per week), based out of your own home. Evening and weekend availability will be required.

NBISP welcomes students from around the world into New Brunswick's Anglophone middle and high schools. Tuition paying students live with host families, attend classes in New Brunswick public schools and participate in extra-curricular and community activities. NBISP is responsible for the safety of, and client services to, these students.

The successful Homestay Administrator candidate will be responsible for supporting the NBISP Regional Manager and working with the Homestay Coordinators in their School District.

Duties include but are not limited to:

- Managing the host family database on True North (i.e. homestay matches, host family stipends, Criminal Record Checks & Vulnerable Sector Checks)
- First line of contact for Homestay Coordinator to resolve and troubleshoot homestay issues
- Direct and indirect problem solving with host families and students
- Coordinating and participating in student arrivals and departures
- Performing other student and organization related duties as required

Desired qualifications for the position include:

- Minimum of two years' post-secondary education in an applicable field
- Demonstrated ability to communicate with understanding and sensitivity
- Strong verbal and written communication skills in English
- Demonstrated organizational and time management skills with particular attention to detail
- Experience working with youth
- Ability to use tact and good judgement to effectively resolve stressful conflict situations
- Ability to use standard office equipment and proficiency with MS Office (i.e.: MS Word, Excel, and PowerPoint), additional database programs and social media
- A valid NB driver's license, safe driving record and access to a personal vehicle
- Ability to work weekends and evenings as required

AEI offers a competitive salary with benefits to fit the part-time nature of the position.

Interested parties for AEI's Homestay Administrator of NBISP position are invited to send a cover letter explaining their suitability, school district for which they are applying, a complete resume and the names of three references to aeihr@gnb.ca on or before February 3, 2023. Only those selected for an interview will be contacted. Interviews will take place immediately and start date will be as early as possible. We look forward to having the successful candidate join our team.