

**HOMESTAY COORDINATOR  
(INDEPENDENT CONTRACTOR)  
ASD-S LOCATION: ST. MALACHY'S MEMORIAL HIGH  
SCHOOL**

**BACKGROUND**

**START DATE: FEBRUARY 2025**

Atlantic Education International (AEI) through its New Brunswick International Student Program (NBISP) welcomes youth (aged 11-18) from around the world to come to New Brunswick to study in the Anglophone sector of our public education system. One of the strengths of the NBISP is its homestay program. Each student who participates in the New Brunswick International Student Program is closely matched with a host family who lives in the area of the school that they will attend.

**HOMESTAY COORDINATOR POSITION**

NBISP is searching for a self-motivated homestay coordinator to join the team as an independent contractor.

Responsibilities will include but not limited to:

- Promote the host family program in your community
- Seek new homestay families on an ongoing basis
- Recruit, screen, and interview host families
- Foster and encourage student engagement
- Organize activities for international students
- Communicate regularly with students and host families
- Respond quickly to emergency situations
- Collaborate and produce reports regularly with Regional Manager & Homestay Administrator
- Organize and attend student airport arrivals and departures
- Work with AEI staff to deliver student and host orientation

Your attitude, skills and interests are just as important as your area of study/or experience. We are looking for diverse backgrounds that bring a combination of the following:

**Need to have:**

- Minimum high school diploma supplemented by relevant further education/experience in the field of education, social work, or the social sciences
- Ability to travel and work flexible hours. Must have own car and valid driver's license.
- Must have the ability to work within tight timelines
- Must demonstrate sensitivity for the requirements of international students: language difficulties, culture shock, and community/school adjustment.

**Nice to have:**

- International experience an asset.
- Experience in programming for youth aged 11-18 years old.
- Knowledge of database systems and computer technology
- Understanding of the New Brunswick education system

Remuneration is based on the number of student placements that the successful candidate has in their portfolio (at any given time throughout the year).

Please submit a cover letter and resume to [aeihr@gnb.ca](mailto:aeihr@gnb.ca) and indicate in the subject line: Homestay Coordinator - St. Malachy's Memorial High School. Deadline to apply is **January 21, 2025** We appreciate your interest in our organization! Only those persons selected for an interview will be contacted.