

Job Bulletin

September 18, 2017

Program Coordinator - International Education

One of the largest, most progressive and diverse urban school districts in the province, the **Burnaby School District** is seeking a highly motivated professional for the position of Program Coordinator – International Education.

Reporting to the Managing Director of International Education, this exempt position supports the recruitment and retention of international students within the district's international programs. A key function of the Program Coordinator is to oversee marketing and recruitment strategies and initiatives for specific markets, including participating in student recruitment activities both locally and overseas. The Program Coordinator also oversees short-term international student programs, assists with the development and coordination of the district's International Student Program, as well as supports the administration of the International Education Office.

The ideal candidate will have:

- A relevant university degree from a recognized post-secondary institution plus a minimum of three years related experience, or an equivalent combination of education and experience.
- Extensive experience in international student marketing and recruitment.
- Experience in coordinating and overseeing educational programs.
- Working knowledge of British Columbia's public education system.
- Excellent interpersonal and cross-cultural communication skills.
- Excellent English oral and written communication skills.
- Competency in Microsoft Office applications.
- The ability to work a varied work schedule including extensive overseas travel.
- A valid BC Driver's License.

This exempt position offers a competitive salary and benefit package. Please forward your application no later than **Monday, October 2, 2017** to:

Human Resources
School District 41 (Burnaby)
5325 Kincaid Street
Burnaby, B.C. V5G 1W2
applications@sd41.bc.ca