



## INTERNATIONAL PROGRAMS COORDINATOR

(CONTINUING)

School District No. 42 (SD42) meets the learning needs of approximately 16,000 students of all ages in Maple Ridge and Pitt Meadows, and is defined by its determination to keep student learning and growth at the heart of all its decisions. With an annual budget of over \$200M and over 2,000 staff, the school district provides K-12 educational services in 22 elementary schools, six secondary schools, and two alternate schools. It also provides a variety of certificate programs and relevant quality life-long learning opportunities through Ridge Meadows College and Continuing Education.

We are currently seeking an International Programs Coordinator to join our team. Reporting to the Manager and/or the Principal, International Education, this position provides support for International Education programs and initiatives. Responsibilities include coordination of short-term cultural, academic, and homestay programs, supporting international student success, guiding and assisting International Education support staff, and liaising with established schools, partners and agents.

The applicant will possess:

- Bachelors' degree or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- A minimum of three years' of progressively responsible experience, including supervisory experience within the international education sector, preferably in a unionized setting.
- Experience working in a BC K-12 system.
- Outstanding skills in interpersonal and cross-cultural communication, and conflict resolution.
- Knowledge and understanding of rules and regulations surrounding immigration law and the Immigration Act, and related legislation.
- Demonstrated ability to coordinate, implement and evaluate services and events that support students, including those focused on orientation, retention and transition.
- Demonstrated success in overseeing the functioning of a busy office, including leading people and teams.
- Solid command of English and experience in delivering public presentations.
- Strong analytical and written communication skills.
- Additional details as outlined in the full job description, [please click here](#).

This is a full time continuing position with a competitive salary and a comprehensive benefits package. To apply, please forward your cover letter, resume, [district application form](#) and supporting documentation to [applicants@sd42.ca](mailto:applicants@sd42.ca). This posting will remain open until May 28, 2023.

For more information about our School District please visit: <http://www.sd42.ca/our-district>

*Our staff members are the foundation of our system. When you join our school district, you become part of a talented community of educators and support staff dedicated to enriching the lives of all students and helping them achieve success.*

