

JOB POSTING

Executive Director, IPSEA

The International Public School Education Association of BC (IPSEA) represents over 30 school districts across the province of British Columbia. IPSEA is a voluntary member organization comprised of member public school districts in British Columbia who welcome international students in K-12 programs through a formal recruiting and hosting program. The purpose of the Association is to promote collaboration among member-districts and to support member-districts in their efforts to promote British Columbia public education to the international community.

Role Type: Generally part-time; full-time work may be required in some weeks according to the needs of the organization

Location: Remote; must reside within British Columbia

Compensation: Contract hourly rate of \$66.32/hour, to a maximum yearly allocation determined by the IPSEA membership. The maximum yearly allocation for the July 1, 2025 to June 30, 2026 fiscal year is \$54,231.40.

Target Start Date: December 1, 2025

Role Description: The IPSEA Executive Director works closely with the volunteer executive team to manage operations for the association. The Executive Director is the primary point of contact for member districts, government organizations, education agents and other industry partners. The Executive Director role is a part time position with peak busy times and slower, calmer times. The Executive Director is expected to manage their own time and workload within the parameters set by the IPSEA executive team. The Executive Director often works in silo and at times manages confidential information.

The Executive Director's roles and responsibilities include:

- Represent IPSEA locally and internationally to promote K-12 education for international students in BC
- Organize and participate in Education Agent Trade Missions
- Liaise with provincial and federal government organizations to represent member-districts' perspectives
- Plan, organize, and host membership and executive meetings

- Provide regular updates to IPSEA membership on ongoing projects
- Conduct regular market research regarding trends affecting international student programs in Canada, including information from Global Affairs Canada and IRCC
- Develop and maintain the IPSEA website
- Collect and compile an annual data report from IPSEA members
- Coordinate, communicate and manage projects at the discretion of the IPSEA Executive
- Manage annual operational requirements, such as liability insurance, annual reports to the BC Society Registry, subscriptions, and executive email service
- Maintain accurate records of all IPSEA materials
- Collaborate with Treasurer to keep updated on IPSEA's financial position

The ideal candidate will have:

- Experience with international students enrolled in K-12 programs within British Columbia
- Experience with homestay programs
- Experience balancing priorities from a wide variety of stakeholders
- A clear understanding of the regulatory frameworks impacting international students in British Columbia
- A strong sense of confidentiality
- A flexible schedule that allows for part-time or full-time work according to the needs of the organization

The successful candidate must:

- Provide a recent criminal record check
- Reside within British Columbia for the full duration of their employment with IPSEA
- Travel domestically and internationally to represent IPSEA several times per year
- Attend all four annual members' meetings in BC (usually scheduled in September, December, February, and June)
- Attend all executive committee meetings, in person or virtually as required

To apply, please provide:

- A resume
- In lieu of a cover letter, please answer the following questions:

- What is your experience with international (fee-paying and ministry funded) students within British Columbia, particularly in the K-12 sector?
- What is your experience managing budgets for multi-district or non-profit associations?
- What is your experience with provincial and national policies and regulations relating to international student programs?
- Names and contact information for three references. References will only be contacted if you are selected to move forward in the hiring process.

Please submit your resume, application letter, and references by email to ipsea@studyinbc.org by Tuesday, September 30, 2025.