

**Atlantic Education International (AEI) Job Opportunity HOMESTAY Administrator
for the New Brunswick International Student Program (NBISP) two-year contract**

1 Part-time 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 an average of 25 hours of work weekly, based out of your own home. Some 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:

- Homestay Coordinator and Host Family recruitment, vetting and training
- First line of contact for Homestay Coordinator to resolve and troubleshoot homestay issues
- Direct and indirect problem solving with host families and students
- Working with AEI's finance department to ensure the accuracy of host family stipends
- Managing the host family database on True North (i.e. homestay matches, Criminal Record Checks & Vulnerable Sector Checks)
- Coordinating the welcoming of students at airport arrivals and overseeing departures
- Acting as Custodian when Regional Manager is out of the province
- Performing other student related duties as required

Desired qualifications for the position include:

- Demonstrated ability to communicate with understanding and sensitivity
- Minimum of two years' post-secondary education in an applicable field
- Experience working with youth
- Fluency in written and spoken English
- Ability to use tact and good judgement to effectively resolve stressful conflict situations
- Demonstrated organizational and time management skills
- 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

Salary is \$34,000 with AEI 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 July 5, 2022. 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.