



INTERNATIONAL COORDINATOR ASSISTANT

Regent Christian Academy International Department is seeking a part time Coordinator Assistant (3-days per week). This position will include the following responsibilities:

1. Homestay Coordinator for Short Term Camps

- a. Build up a healthy and ready list of host parents for the purpose of hosting international students on a short-term basis
- b. Meet with prospective host parents and arrange criminal record checks for successful households
- c. Keep up to date and maintain a healthy relationship with current host families
- d. Responsible for the well-being of host students and host families during short term camps

2. Office Assistant

- a. Arrange off-campus bookings
- b. Help organize program itineraries, and booking campus space with the main office
- c. Organize short term staff schedules: Meetings, Upcoming program details, etc.
- d. Order department and program supplies

3. Marketing Assistance

- a. Based on language and cultural experience, Coordinator Assistant will work to develop new relationships with schools abroad looking to send students to Canada for short-term programs
- b. Help develop and organize marketing materials

The successful candidate will have the following skills:

- a. Speak one of the following languages: Chinese, Vietnamese, Thai, Spanish, or Portuguese (additional languages are welcome). Must speak English at a high intermediate level.
- b. Microsoft Office and Adobe Suite experience
- c. Marketing experience
- d. Organizational skill strengths; good people skills

To apply please email your resume with references, (including your pastor's name and contact), to Andrew Berghuis at aberghuis@regent.bc.ca

Posting closes September 15, 2023.