

School District No. 38 Richmond

Assistant Coordinator - International Short Term Programs.

Recognized for its dedication to inclusion, diversity, and strong partnerships with the community, the Richmond School District is among one of the largest districts in British Columbia with some of the highest graduation rates in the province. With a deep history of high quality experiences for students, the Richmond School District strives to provide the best education and future for every student. The Richmond District is looking for an Assistant Coordinator - International Short Term Programs.

This position provides clerical support to the Richmond International Short Term Programs. Duties include bookkeeping services, event coordination, transportation organization and other logistical support, site supervision, assisting in marketing materials development, production and distribution, translation services, as well as liaising with various agencies in servicing agent/group/individual needs prior to, during and following program delivery. The position reports to the Director, Richmond International Education through the District Administrator for Short Term Programs.

Some duties include:

Provides clerical support including maintaining accurate and detailed program files, distributes student progress reports as needed, produces certificates, and collates, pays and records expenses for the office and program activities.

Assists with development, design, and promotion of RIE Short Term Programs, including developing client activities and materials pertaining to the community of Richmond, to program client events and to teaching and learning activities.

Provides translation/interpretation services and cultural advice.

Liaises with agents and agencies engaged in RSD international programs through face-to-face meetings, email, RIE web, and telephone inquiries.

Collects program fees from agents and individuals, issues receipts, and reconciles the program accounts.

Supports Short Term groups and individuals through bookings, reception and processing, program scheduling, booking hotel accommodations and/or homestays when needed, transportation needs, maintaining instructional and office supplies, and liaising with RSD schools.

Supports Summer Programs through monitoring class sizes, printing and distributing class lists, posting room assignments and schedules, meeting and communicating with students and homestay hosts on a daily basis, and accompanying program participants on excursions.

Qualifications for this position are:

- A minimum of one year experience working full time in a cross-cultural environment with community agencies or in an educational setting.
- Excellent interpersonal, communication and organizational skills, with the ability to use judgment and tact when dealing with culturally sensitive issues and in conflict situations.
- Ability to work cooperatively with various family, community and school personnel.
- Ability to work independently and to set priorities and meet deadlines.
- Ability to provide supervision to school-aged children on and off the campus when required.
- Working knowledge of word processing, database, email, basic bookkeeping, and spreadsheet applications.
- Ability to work flexible hours and weekends if required.
- Applicants must reside within a 30-minute drive from Richmond in order to deal with emergency issues.
- Valid BC driver's license along with a safe driving record.
- Oral and written fluency in English
- *This position is Monday to Friday 9:00 am to 1:00 pm (20 hours). The hours will increase during peak periods based on program needs. It is important that the applicant is flexible and able to work when needed.*
- *Cantonese and Mandarin language skills (simplified and traditional characters) would be an asset.*
- *The rate of pay is \$25.25 per hour, plus a comprehensive benefits package.*
- Please submit a recent resume by to www.makeafuture.ca/richmond and include the contact information of at least two past supervisors as professional references.

We thank the interest of all applicants. Only those selected for interviews will be contacted.