



## School District 70 (Alberni)

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 Fax (250) 723-0318

### **Executive Assistant – Pacific Rim International Student Program**

#### **The School District**

The Pacific Rim School District covers much of Central Vancouver Island's rugged, picturesque West Coast and serves a regional population of approximately 31,000 residing in the communities of Port Alberni, Tofino, Ucluelet, Bamfield and other remote communities. The schools are situated on the ha-houlthees of the císaaʔath, hupačasath, tla-o-qui-aht, Yuułuʔiłʔatḥ, and Huu-ay-aht First Nations. The school district respectfully acknowledges that it works alongside all Nuuchahnulth Nations, other First Nations, and Metis and Inuit of British Columbia to serve all children and youth of the Alberni-Clayoquot region.

The district is home to 4000 students, 35% of whom are of Indigenous ancestry, in two neighbourhood secondary schools, eight elementary schools, and one K-9 school. The district has a successful alternate learning centre, a strong French Immersion program, a thriving international student program, and a busy continuing education program.

#### **The Program**

Canada's Pacific Rim International Student Program (PRISP) is a growing program committed to providing comprehensive and rewarding educational programs for International Students from a wide variety of countries around the world. Our diverse International Students come to the Pacific Rim for a unique, personalized and authentic experience. We have a strong local network of very caring and experienced host families, and we recognize and appreciate the added value that International Students bring to our classrooms, schools, and community homes.

#### **The Executive Assistant**

The Pacific Rim School District invites applications for the position of Executive Assistant – International Student Program. Working with the International Student Program team, the Executive Assistant will be responsible for the efficient operation of the International Program office and will support the collective needs of the team. This is a full-time position with negotiable hours. This position is excluded from the union with a competitive salary and a comprehensive benefit package. The Executive Assistant must maintain a high degree of discretion and confidentiality while functioning in an environment where time sensitive issues and projects are addressed effectively. It is essential that the candidate has the ability to work independently and with a minimum of supervision. Attendance at some weekend, evening events may also be a requirement of the position. Start date is July 1, 2022 but is negotiable.

#### **Key qualities, attributes and experiences include:**

The Executive Assistant for the International Student Program is a dynamic role which supports the District Principal and the daily operations of the program. The responsibilities are varied, often of a confidential nature, and require the ability to work independently as well as with a broad range of individuals, exhibit excellent communication and interpersonal skills, and the ability to exercise sound judgment and tact.

Duties involve supporting all aspects of the International Students program:

- online support of student recruitment, management and homestay placements
- processing new student and homestay applications

- managing a student database and facilitating financial transactions
- liaising with district schools, administration, and board office staff
- producing required documentation for permits and year-end academic reporting
- coordinating and assisting with arrivals and departures of students
- ensuring medical coverage (MSP and GuardMe) is in place
- answering inquiries from agents, schools, general public, and homestay parents.
- representation and promotion of the program locally and internationally
- recruit homestay families for short-term and long-term study programs
- meet, interview, and evaluate families applying to be hosts, including background checks, verification of criminal record checks, home visits and contact information for each homestay family member
- manage ongoing evaluations of homestay families
- monitor general welfare and development of students and guide students and families in emergent or crisis homestay situations
- liaise with international, district and community officials and responding to inquiries and requests for information

### Qualifications

- Grade 12 Graduation, post-secondary coursework preferred
- Experience working in K-12 clerical, international education, homestay services, and/or equivalent training and experience
- Cross-cultural understanding and previous experience with hosting international students preferred
- Excellent oral and written communication skills. Strong organizational skills and attention to detail
- Demonstrated problem solving skills
- Ability to multitask, effectively establish priorities, and work under pressure in a wide variety of assignments with minimum supervision
- A proven ability to establish and maintain effective working relationships
- Superior computer application skills with Microsoft Office Suite, accurate keyboarding skills, and knowledge of other computer program applications including database, website and social media accounts management
- Criminal Record Check
- Valid Class 5 Driver's Licence (Class 4 preferred – or willingness to attain Class 4)

For more information on this position contact Marc Fryer, District Principal of International Programs ([mfryer@sd70.bc.ca](mailto:mfryer@sd70.bc.ca)) Interested applicants should forward their resume with supporting documentation and cover letter to: Barb Witte, Executive Assistant, **before 9:00am, May 20, 2022. Application packages may be submitted electronically to [bwitte@sd70.bc.ca](mailto:bwitte@sd70.bc.ca).** In submitting an application package, candidates consent to the district contacting individuals or supervisors for the purpose of shortlisting and/or reference checking other than those provided as references in the submitted application package.

We appreciate the interest of all applicants but advise that only those selected for interviews will be contacted.



For more information on the Pacific Rim International Program, click [here](#)