

# Medicine Hat Catholic Board of Education



## **Competition #475 Homestay Coordinator 1.00 FTE 7 hours/day weekdays (8:00a.m. – 4:00p.m.), 35 hours/week at Monsignor McCoy High School**

**Start Date:** When suitable candidate is found

**Closing Date for Applications:** January 31, 2023 at noon

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Medicine Hat Catholic Board of Education is a publicly funded, vibrant part of the public education system in Alberta serving 2900 students in 9 schools with 350 employees. We are dedicated to providing the highest quality Catholic education in faith based classrooms in partnership with *Family, Church and Community*.

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**Description:** The ideal candidate should possess a combination of education and experience to support the staff and students of the Medicine Hat Catholic Board of Education.

**The successful candidate must:**

- Responsible for the recruitment and planning of homestay students to meet occupancy targets
- Will recruit the best fit homestay families for the student and ensure information is sent in agreed timeframes to admissions and the student's agent
- Liaise with necessary parties to provide on-going support to students for the duration of the program on a wide variety of issues such as adjustment, homesickness, culture, language learning, health, socialization, personal and host family matters
- Coordinate activities including planning, budgeting, booking and chaperoning events for students participating in the program
- Respond to emergency situations and homestay accommodation issues while following MHCBE procedure
- Coordinate travel for students with homestay families
- Be able to travel to Calgary with minimal notice

**Qualifications and Skills:**

- Business Administration diploma, or relevant post-secondary education relating to international education, or a combination of education/experience required
- Knowledge of True North software and willingness to grow knowledge through professional development is an asset
- Competent in the use of technology (Google and Microsoft Suite)

As part of a commitment to Catholic education for the students of the Medicine Hat Catholic Board of Education, and as a condition of employment, an individual taking employment within the Division, will undertake to follow, both in and out of your employment with the Division, a lifestyle and deportment in harmony with Catholic Church practices and beliefs which include, among other things, living in harmony with the principles of the Gospel and teachings of the Catholic Church.

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**For more information, please contact: Mr. Josh Hopkins, International Education Supervisor at (403) 952-8965.**

Reply with Cover Letter, Resume, and [Support Staff Application Form](#), along with current pastoral reference (if available) to [resumes@mhcb.e.ab.ca](mailto:resumes@mhcb.e.ab.ca). Please reference the Competition # on the cover letter. A [Police Information Check](#) including Vulnerable Sector Search and [Alberta Children's Services Intervention Record Check](#) will be required upon commencement of employment.

Visit us at [Medicine Hat Catholic Board of Education](#)  
**Great Schools – Fantastic Staff – Exceptional Student Programming**

**We thank all those that apply. Only those selected for an interview will be contacted.**