



**The District School Board of Niagara
is seeking an
International Education Coordinator (IE Coordinator)**

The District School Board of Niagara (DSBN) is located in the Niagara Peninsula, in the heart of wine and orchard country and in close proximity to the stunning Niagara Falls. The Board operates 78 elementary schools and 20 secondary schools in the 12 municipalities of the Niagara Region. We are proud to serve over 35,000 students in a culture that is committed to student success by working together to inspire, support and empower all learners to reach their full potential.

"ACHIEVING SUCCESS TOGETHER"

The DSBN is inviting applications from qualified, dynamic, innovative and entrepreneurial candidates who will lead, expand and manage the DSBN international education strategy and day to day operations. Reporting to the Superintendent with responsibility for international education, the IE Coordinator will contribute to and support the evolution of the DSBN international education activities within the framework of the Ontario Ministry of Education's K-12 International Education Strategy.

Duties include but are not limited to the following:

- Coordinate current international education activities
- Expand and develop new international education strategies to promote programs and build enrolment
- Participate in the development and implementation of international consulting agreements
- Identify system needs, establish priorities, develop and achieve measurable goals, and monitor and evaluate results
- Manage projects and initiatives within budget
- Develop, implement and monitor social media strategies
- Develop and implement key branding messages and communication strategies for print and online
- Travel internationally to meet agents and potential clients in their home countries
- Coordinate the enrolment process related to international students
- Work with DSBN schools to ensure placement and programs for international students are appropriate
- Prepare reports and make recommendations regarding enrolment updates and issues
- Develop and manage agent recruiter contracts
- Organize, implement and supervise programs for international students such as summer and school year short term cultural camps

Qualifications/experience:

- University degree or college diploma in business, marketing or educational administration
- Three (3) to five (5) years direct experience in marketing or business development and working with international partners
- Must have a valid driver's license and passport

Competencies:

- Strong business acumen and resource management
- An understanding of the K-12 public school system in Ontario
- Knowledge of the Ontario Education Act and Immigration Act of Canada
- Knowledge and understanding of cultural diversity
- Ability to travel and work flexible hours
- Excellent oral and written communication skills in English is essential
- Fluency in a second international language (Mandarin, Spanish, Korean) is an asset

The IE Coordinator is a regular twelve (12) month position and is part of the DSBN Administrative Management Group.

Compensation: \$68,494 - \$81,544 plus benefits and pension

Please reply in confidence, with cover letter, résumé, and three (3) professional references (including one (1) from your immediate supervisor) to:

Jim Morgan
Superintendent of Planning
District School Board of Niagara
191 Carlton Street
St. Catharines, ON
L2R 7P4

Applications may be sent by email to: erin.derosario@dsbn.org

Applications will be accepted until **4:00 p.m. on November 7, 2016.**

Only candidates selected for an interview will be contacted. We thank all others for your interest in the District School Board of Niagara.

The District School Board of Niagara is committed to an inclusive, barrier-free recruitment and selection process. We will offer accommodation for applicants as required throughout the stages of the recruitment and selection process. If you are contacted by the District School Board of Niagara regarding a job opportunity, please advise if you require accommodation. Information relating to accommodation will be addressed confidentially.

In accordance with Section 29(2) of the Municipal Freedom of Information and Protection of Privacy Act, 1989 and under the authority of the Education Act, personal information is being collected for the purpose of determining eligibility of the above mentioned position. We are committed to equity in our employment practices.