

The Catholic Independent Schools of the Nelson Diocese (CISND), hosts six elementary schools, and one high school. The diocese is located in the beautiful Okanagan and Kootenay regions of British Columbia. We are committed to hiring qualified employees who are dedicated to education in the Roman Catholic tradition.



Immaculata Regional High School (Kelowna, BC) invites applications at this time for:

Homestay Coordinator & School Marketing Assistant

Effective: TBC

Immaculata Regional High School serves Grade 8 – 12 students in the Central Okanagan, offering Catholic Education in small classes and a close community. Our teachers and support staff guide students while developing the whole person intellectually, spiritually, physically, and artistically. Our students, whether local or international, become strong, capable young people with clear perceptions of their abilities, rooted in self-confidence.

IRHS has a full-time position available (dual roles); Homestay Coordinator, supporting the Department of International Education and Immaculata School Marketing. Responsibilities for each role are as follows:

Homestay Coordinator:	School Marketing:
<ul style="list-style-type: none"> • Homestay family/host recruitment • Homestay check-ins • Homestay placements (includes mid-year switches) • Homestay communication/trouble-shooting, up to 9pm if required • Physically able to join/participate in school outings with international students • Other duties as assigned by Director of International Students 	<ul style="list-style-type: none"> • Create initiatives with objective on increasing student enrollment (conventional and social media marketing) • Organization/planning of cross-over events for future Grade 8 students from St. Joseph and Our Lady of Lourdes elementary schools • Organization/planning of open house events • Organize/lead service projects within the community • Strategic planning

PREFERENCE WILL BE GIVEN TO CANDIDATES WITH THE FOLLOWING QUALIFICATIONS:

- Commitment to Catholic Education
- Identification with and participation in the life of a Catholic parish
- Experience working with students
- Proficiency with computers and working with a variety of software
- Proven organizational skills
- Ability to effectively communicate with a variety of personalities and cultural backgrounds
- Competency with conflict resolution and crisis management with ability to use discretion when dealing with confidential matters
- Ability to work as a team member and independently, fostering positive relationships with students, families, colleagues, and administration
- Valid BC Driver’s License (Class 4 an asset)

For Homestay Coordinator Role:

- Knowledge of federal/provincial regulations on immigration and homestay placement
- Proven judgement related to assessing safety and security of a potential homestay environment
- Awareness of privacy laws in BC and Canada, pertaining to international students and their homestay families

In order to be considered for any position with CISND, the application must be complete. If you are not able to provide the documentation provide a reason in your cover letter. **Do not submit reference letters.**

THE FOLLOWING IS TO BE INCLUDED IN YOUR APPLICATION:

- Cover letter
- Resume – listing relevant skills, special certificates, licenses, honours/awards, and any special interests and activities which may demonstrate a leadership role
- **CISND** Pastoral Reference form

Catholic applicants must provide:

- Certificate of Catholic baptism, or RCIA Certificate.
- Certificate of Catholic marriage, if applicable.

As a condition of employment, successful candidates must complete Diocesan Safe Environment training and will be required to **submit** the following:

- Criminal Record Check clearance for working with children and vulnerable adults
- Photocopy of Canadian Birth Certificate or Canadian Passport (documentation to indicate you are legally entitled to work in Canada).
- Social Insurance Number
- Photocopy of Driver's License