



Program Coordinator

General Job Description

MLI plans and organizes customized study tours for elementary and high school students from all over the world. The Program Coordinator plays a key role in organizing and running the program in the local community in conjunction with the MLI head office. This position is ideal for someone with experience in education who loves working with international students, and has a strong ability to plan, organize and lead a team. This is a short-term contract position.

Major Duties and Responsibilities:

- Coordinating the planning and operations of planned study program, activities and excursions as per set itinerary
- Hiring ESL teachers and Canadian Assistants as required for the program
- Creating the curriculum for the ESL program
- Organizing planning meetings with ESL teachers and Canadian Assistants prior to the program
- Liaising with homestay staff, students, program staff and homestay families regarding student issues
- Coordinating with international teachers/agents on site at the program on a daily basis
- Operating the program within the assigned budget with responsibility to purchase supplies, refreshments and other items as per the assigned itinerary and budget
- Reporting back to MLI office on progress and daily program issues
- Confirming activity bookings, bussing and other elements as per the assigned itinerary with the support of MLI office staff
- Creating newsletters for students and homestay families for the duration of the program, as required
- Providing a final account of expenses and final report on the program to MLI office
- Providing on site leadership for the duration of the program including daily program, arrival, departure, welcome, farewell, and out of community activities

Work Experience required:

- Experience in education, especially ESL is an asset
- Experience with international students



Skills Required:

- Excellent organizational skills
- Ability to work independently to solve problems
- Ability to remain calm in crisis situations
- Strong problem solving skills
- Excellent oral and written communication skills
- Detail-oriented
- Diplomatic
- Ability to lead a team
- Proficiency using Microsoft Office applications

Other Requirements:

- The position requires a valid drivers license and a reliable vehicle
- The candidate must be willing to follow up on student issues outside of regular work hours in emergency situations for the duration of the program.
- Must have a functional computer and cell phone