

Job Posting Coordinator Groups (West V7H0A6) – temporary one year contract

Providing international visitors with an opportunity to enrich their lives through a unique Canadian cultural learning experience.

Position:

Informed by Muskoka Language International's (MLI's) mission statement and service values, the Group Coordinator facilitates the **successful implementation of custom designed** international school group programs in his or her assigned communities / provinces for student groups coming from a variety of countries including Japan, Mexico, Germany, Korea, China, etc.

This involves **booking attractions, transportation and accommodations** as well as **hiring and training** local Program Coordinators and ESL teachers. The Group Coordinator also provides **back up support to the sales team** in the design, and quotation aspect of all group programs, and **performs the functions of the Program Coordinator** in specific situations.



Work is executed **in-office** (Vancouver) **with extensive travel** to various communities across Canada.

You are:

- **Fully fluent in English, and Japanese both written and verbal**
- A team player, flexible, with exceptional problem-solving skills
- A strong communicator, with staff and with customers
- General knowledge of international business procedures and customs
- A planner and organizer, both deadline and detail oriented
- Legally entitled to work in Canada – if working visa, validation date of at least 2+years
- Proficient in on-the-fly mathematical calculations and financial transactions related to sales quotations
- Flexible in your work hours / able to work extended hours when necessary

You have:

- A degree or diploma in a related field of study
- Experience with international students, Canadian high school system and Canada Immigration, with an understanding and sensitivity to cultural differences
- Experience in program coordination, event planning, tourism, or similar
- A valid Canadian driver's license
- A clear criminal record

Celebrating over 20 years of success, **MLI** is a premier International student placement organization with offices in Toronto and Vancouver providing experiences to students from 15 countries to over 100 communities / 8 provinces within Canada.

MLI is a growing leader in the under 18 International Student market and offers competitive compensation (*starting salary \$42,000 - \$45,000*) and benefits, on-the-job training, cross training, and a supportive team environment. You will be working along-side company owners and decision makers.

If you are looking to be part of a growing business and make an impact [Join our team!](#)

[Watch our video to see the experiences you could be a part of shaping:](#)

Persons with disabilities requiring accommodation in the application process, or those requiring job postings in an alternate format, please advise via the email address below.

Apply with resume and cover letter to tkuusk@mli.ca