

Job Posting Homestay Administrator (West) (North Vancouver, V7H 0A6)

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 Administrator, Homestay Division **is instrumental in ensuring seamless quality homestay experiences** for students and host families, which may include **performing the duties of a Homestay Coordinator** during periods of vacancy.

He or she **co-ordinates all Homestay requests, communicating and collaborating** with all the MLI Divisions associated where Homestay services are required as well as **communicating directly with Agents and schools** in relation to Direct Students requiring homestay.

Work is executed **in-office** (Vancouver) **with travel** to various communities across Canada to visit with the students, their schools and host families.



You are:

- A team player, flexible, collaborative, with exceptional problem-solving skills
- A strong communicator, with staff and with customers
- A planner and organizer, both deadline and detail oriented
- **Fully fluent in English**
- Fluent in a second language (Spanish, Mandarin, Japanese, Vietnamese) is an asset
- A Canadian citizen or permanent resident of Canada

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 with Homestay, and student housing
- Experience with sales and/or recruiting
- A valid driver's license

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 - \$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 click [Join our team!](#) to view our website and job description.

[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 alternative format, please follow link above for information.

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