



Job Opportunity: Local Coordinator – Summer English Language Program

Description

AFS Interculture Canada is looking for you! The Local Coordinator is responsible for the on-site implementation of our Summer English Language program in Ottawa, Ontario. The primary responsibility of the Local Coordinator is to work in tandem with our educational partner Canadian Language Learning College (CLLC) to support our international students during their one month stay in Canada. The Local Coordinator will act as the AFS representative on the ground and be responsible for delivering the day to day aspects of the program.

Duties and Responsibilities

- Ensure students attend all classes and scheduled activities
- Prepare and facilitate 2 activities/week (cultural, sports, outdoor) for participants
- Attend all scheduled activities (5 afternoons/week) and one additional day trip
- Deliver a weekly session based on intercultural education (content provided)
- Provide support and counselling to hosted students in partnership with CLLC
- Intervene with logistical issues as they arise
- Oversee operational budget
- Attend a one-day training session in advance of the program's start date
- Prepare a brief final report

Qualifications and Skills

- Experience working with diverse youth
- Experience in planning and facilitating group activities
- Exceptional interpersonal skills
- Highly organized, reliable, and punctual
- Resourceful and autonomous, ability to deliver with minimal supervision
- Dynamism and leadership
- Knowledge of intercultural communication and learning an asset

This is a contractual position officially beginning July 13th 2018 and ending August 10th 2018. Compensation is fixed at \$1500 for the entirety of the contract. We are ideally searching to develop an ongoing relationship with the successful candidate in which this summer contract is reoccurring on a yearly basis. One-time candidates are nevertheless still encouraged to apply.

Interested candidates should forward their resume to Renée Massicotte at renee.massicotte@afs.org by **March 29th, 2019**. Only selected candidates will be contacted.