

Position Title: International Student Community Coordinator

Department: Economic Development, Tourism & Culture

Reports To: Director of Economic Development, Tourism & Culture

Purpose

Reporting to the Director, with guidance from Welcoming Communities Grey Bruce Partner Advisory Committee –the primary role of the International Student Community Coordinator is to deliver the Making Grey Bruce for International Talent pilot project according to Ontario Ministry of Agriculture, Food & Rural Affairs (OMAFRA) contribution agreement. This includes, but is not limited to, consulting with international students and partner organizations to determine community integration and employment priorities for pathways to successful integration.

This four-month pilot project is a joint venture between Grey County, Welcoming Communities Grey Bruce, Georgian College and Grey Bruce Local Immigration Partnership with strategic direction and support provided by a multi partner advisory committee. This project will focus on inclusion and workforce attraction, integration and retention of international students to Grey and Bruce communities.

Responsibilities

Reporting to the Director, with guidance from the Partner Advisory Committee, the International Student Community Coordinator has the following duties and responsibilities:

- Coordinate and promote virtual and in-person orientation and consultations with international students and Georgian College staff to determine community integrations and employment priorities
- In consultation with the LIP Coordinator, create an inventory of relevant services and opportunities available for employment and integration.
- Identify and develop partnerships with key employers within Grey and Bruce willing to create opportunities for international student work placements.

- Collaborate with community partners and international students in collecting data and identifying gaps in services. Propose suitable opportunities and recommendations for initiatives to support international students in the community.
- Promote and facilitate awareness of the benefits of integrating international students into the workforce of rural communities.
- Evaluate the project and prepare reports on findings and recommendations for supported pathways.
- Perform other related duties assigned.

Working Conditions

Usual hours of work are 35 hours per week, 8:30am to 4:30pm. Flexibility and willingness to work irregular hours on evenings and weekends is required. Working remotely may also be necessary from time to time.

Contacts

Internal Working Relationships

Director of Economic Development, Tourism & Culture, Economic Development Officers, Local Immigration Partnership Coordinator, County staff.

External Working Relationships

Welcoming Communities Grey Bruce Partner Advisory Committee, Georgian College, International Students, public, community organizations, municipalities and their economic development officers, regional employers, and other external contacts with whom the County does its business.

Knowledge and Skill

- Post-secondary two-year degree or diploma in the humanities, social sciences, community services or related discipline; one to two years of experience with international studies an asset.
- Experience collecting primary data and facilitating group engagement.
- Knowledge of administrative and reporting requirements; demonstrated ability to manage projects on time and on budget.
- Demonstrated understanding of diversity and inclusion best practices.

- Computer skills and experience using Microsoft Office Suite to answer inquiries, prepare correspondence, and track data.
- Strong interpersonal skills combined with demonstrated relationship building, political sensitivity, time management, analytical, research, problem solving and public speaking skills.
- Understanding of regional demographic, socio-economic, and infrastructure challenges and opportunities is an asset.

Impact of Error

Failure to communicate effectively with partners may result in a less cohesive and effective approach to attraction and retention efforts.

Failure to comply with the contribution agreement could result in loss of funding, and future funding opportunities.