



Advancement & ISP Coordinator Job Description

Position Overview

The Advancement & International Student Program (ISP) Coordinator supports WRCA's Advancement and ISP program by ensuring a smooth experience for prospective and current families and supporting the Advancement and ISP Department initiatives.

Reports To: Director of Advancement & Director of International Student Program.

Primary Responsibilities:

Admissions

Local and International:

- Manage database, respond, follow up and process all enquiries, applications and study permits, as applicable.
- Organize preview days, private tours and test drive days.
- Co-ordinate transition of all students to WRCA: Admitted Student Package, buddies, New Families Connection & grade orientations.
- Coordinate admission test & offers.
- Coordinate ISP re-enrolment process.

ISP Program

- Support organization of ISP Year Start Parent Meeting & Chinese Parent Meeting, & important information sessions during the school year.
- Assist the planning & organization of ISP short term programs, ISP Transitional Program & ISP Summer Camp and oversee the operation of these short-term programs.
- Oversee all aspects of homestay including but not limited to: marketing, interviews & home visit, handbooks, custodianship, insurance, MSP, thank you gifts, contracts and legal documentation.
- Coordinate the transition of homestay students and host families.
- Organize special events: E.g., ISP Parents Christmas Party, ISP Mother's Day.

Development:

- Oversee database management, gift processing and support donor appreciation.
- Event data tracking, volunteer coordination and organizational support.
- Tracking of hot lunch orders, volunteer coordination & overseeing volunteers.
- Organize gifts and activities for special occasions for significant donors, agents and volunteers.

Combined (Admissions/Development)

- Coordinate school photo days
- Track all expenses & reconcile bank statement.
- Attend network conferences in the area of Advancement and ISP as required.
- Cover front office & hot lunch duties as required.

Skills and Competencies

- Strong communication, relationship-building, and interpersonal skills across diverse communities.
- High technical proficiency in database management, record-keeping, and Microsoft Office (Word, Excel, Outlook).
- Excellent organization, event planning, multitasking, and time management abilities with strong attention to detail.
- Proactive problem-solver with adaptability, flexibility, and a commitment to confidentiality and professionalism.

Credentials/Education

- High school diploma required.
- Post-secondary education in Business Administration, Communications, International Education, or a related field preferred.
- Training or certification in Advancement, Fundraising, International Education, Admissions, or Event Management considered an asset.

Experience

- Minimum 2–3 years of experience in advancement, ISP, fundraising, event planning or admissions.
- Experience managing and maintaining databases.
- Experience working in an educational institution, nonprofit, or international agency considered a strong asset.
- Understanding of and commitment to the mission of Christian education.

Salary Range

\$65,000 – \$80,000 (Commensurate with experience and capabilities).