



**VISION:**

A city that inspires

**MISSION:**

Working together to  
enhance the quality of  
life for all residents

**VALUES:**

Sustainability,  
Inclusivity, Innovation,  
Accountability,  
Excellence,  
Bilingualism

## INTERNATIONAL STUDENT INTEGRATION COORDINATOR

Economic Development – Job # P1148

**CLOSING DATE: NOON – JULY 5, 2023**

### JOB SUMMARY:

This position reports directly to the Immigration Strategy Officer.

The incumbent will be responsible to assist the Immigration Strategy Officer in the planning, organizing and execution of the City of Moncton's international student/newcomer integration and retention initiatives, strategies, projects and working groups to ensure that the collective economic and social well-being of international students is robust, diverse, and resilient.

The role will function as a key collaborator, coordinator and facilitator in the Moncton Immigration eco-system working in direct collaboration with the mission to make Moncton a growing, prosperous and vibrant community assisting in the implementation of the Greater Moncton Immigration Strategy or within the strategic direction of the City of Moncton as it relates to international students. The role will work in direct collaboration with post-secondary institutions, local school districts, key partners, international students and/or their spouses and newcomer youth at the high school level to help integrate and retain newcomers and international students in Moncton. This position will further help support the vision of ensuring that Moncton is among the most attractive and inclusive places for newcomers in Canada.

### APPLYING FOR THIS POSITION:

The City of Moncton is an equal opportunity employer. Applicants must submit their application through an online system that can be found at [www.moncton.ca/careers](http://www.moncton.ca/careers). We thank all applicants for their interest; however, only those invited for interviews will be contacted.

For more information, please contact the Human Resources Department at 506-877-7707 or visit [www.moncton.ca/careers](http://www.moncton.ca/careers) for information on the hiring and application process at the City of Moncton.

## **WORKING AT THE CITY OF MONCTON:**

Moncton is a vibrant and culturally rich community. It is the first officially bilingual city in Canada, as well as one of the best places in Canada to do business. Moncton is also known as the economic, sports, tourism and entertainment hub of Atlantic Canada. City of Moncton employees strive to maintain the city's reputation as one of the best places in Canada to live, study, work and play.

This is a non-unionized position.

The City of Moncton offers an attractive salary and **benefits package**.

### **City of Moncton Salary and Wage Scale**

## **EDUCATION:**

- High School graduate or equivalency.
- Must have a university degree in Business or Public Administration, Sociology, international development, Economic Development and/or an acceptable equivalent combination of education and experience.

## **EXPERIENCE:**

- Must have a minimum of three years' experience in fields related to settlement services, post-secondary administration, and/or community economic development.

## **LANGUAGE:**

- The ability to function fluently in both official languages (English and French) is a requirement. As per provincial language proficiency standards, functional is determined to be at the Intermediate+ (2+) level or higher.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Must have above average written and verbal communication skills.
- Must have superior presentation skills.
- Must have knowledge of trends and issues in settlement services, international student services, youth retention, population growth and workforce matters.
- Must have strong interpersonal skills with the ability to establish and maintain effective working relationships and collaborate with stakeholders and officials with partner agencies, regional municipalities, the business community, post-secondary institutions other levels of government and a variety of internal and external contacts at all levels.
- Must have strong analytical, planning and organizational skills.
- Must have an ability to conduct presentations with a high degree of skill in public relations.

- Must have the ability to handle, schedule and prioritize multiple tasks and to work independently as well as with teams.
- Must have a good working knowledge of the Microsoft Office Suite (Word, Excel, Power Point, Outlook, Microsoft Teams) computer applications. Must be familiar with project management and customer relationship management (CRM) software.
- Communications or media training would be considered an asset.
- This position works in a confidential capacity in areas of management directly related to matters of City Council, the Corporation-at-large and partners/stakeholder relations. Diplomatic disposition and understanding nuances relating to multiple stakeholders is an important characteristic.
- Due to the confidential nature of the work, the incumbent requires a high level of tact, persuasion and discretion when dealing with all matters.
- Judgment and discretion are absolutely necessary as errors can and will result in embarrassment and/or financial cost to the Corporation.

#### **OTHER:**

- Must possess and maintain a Class 5 New Brunswick driver's license and be willing to travel.

#### **CONTACT:**

- Existing contacts with other settlement, community development agencies and representatives locally, provincially and nationally are desirable. In addition knowledge of the settlement sector and post-secondary institutions also desirable. Will be required to regularly work with internal and external contacts as well as elected officials.

#### **SUPERVISION:**

- Must be capable of working with limited supervision while participating/managing concurrent assignments. Supervision of others is not normally a requirement of this position however may provide guidance to term or summer employees as required.

#### **CONDITIONS OF WORK:**

- Must be willing and have the ability to work long hours possibly outside normal working hours when need arises and able to invest the necessary time and resources to complete required discussions and negotiations.
- This position may require regular evening and weekend work throughout the year.