



Canada Homestay Network Society

Relationship Manager (aka. Homestay Coordinator) - Job Posting

Are you a self-motivated individual with a passion for working with international students (adults and youth) and Canadian host families?

The Canada Homestay Network (CHN) may be the right fit for you!

CHN has multiple Full Time and Part Time Opportunities across the country!

We are a remote organization that needs Relationship Managers in the following cities...

Vancouver, BC (30 hours)
Victoria, BC (30 hours)
Edmonton, AB (40 hours)
Brockville, ON (25 hours)
Barrie, ON (30 hours)
Mississauga/Brampton Area (30 hours)
Sault Ste. Marie (20 hours)
Halifax (20 hours)

**The Relationship Manager can be a demanding position (seasonally based on student arrival times). Part time associates can be expected to work up to 25 hours per week and must be available for infrequent on-call emergencies.*

About the Job!

The Canada Homestay Network Society is a family-run, non-profit society, has helped tens of thousands of students find a home away from home in Canada.

At CHN we Value:

Listening curiously
Collaborating Optimistically
Growing Courageously
Guiding Compassionately
And Giving Wholeheartedly

The **Relationship Manager** is an integral member of our Operations team and responsible for homestay coordination for their community including in person student and host support (some exceptions apply during COVID restrictions). All Relationship Managers also assume Custodianship for students under the age of 18 within their local community if required by the client.

The successful candidate should be enthusiastic about...

Working from home
Travelling within your local community (up to one hour)
Relationship building and customer service
Learning and understanding cultural differences within and outside of Canada
Building relationships, especially between students and host parents
Coordinating homestay logistics for international students and host parents
Orienting students when they arrive in Canada
Helping students and families with social, emotional, and physical wellbeing
National travel from time-to-time



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How we sweeten the deal!

Remote working including a flexible workday (ideally available for core business hours, 10 am to 2 pm Monday to Friday)
Full benefits package (with shared premiums)
Paid Vacation and Personal Days (20 + hours/week)
Wellness subsidy
Paid volunteer days
Paid professional development

The successful candidate will possess...

One-year Community College Certificate/ Diploma would be an asset
6 months to 2 years of related experience (CYW, international studies or teaching, etc.)
Innate ability to work independently and autonomously in a virtual office environment
Ability to make sound decisions by exercising judgment, diplomacy, tact and discretion in a high-pressure environment with changing and conflicting priorities
Ability to exercise high degree of confidentiality
Exceptional Customer Service skills
Excellent Word, Excel, Email, and Database skills
Strong verbal and written English communication
Strong problem solving and organizational skills, including a precise attention to detail
Readily accessible transportation appropriate for these responsibilities (a minimum of \$2 million auto insurance is required when using a personal vehicle)
A suitable computer and high-speed internet access
A mobile phone for emergency support
A valid Criminal Record Check and Vulnerable Sector Check with no record of past offenses

Canada Homestay Network (CHN) has been connecting international students to compassionate and caring Canadian families for over 25 years.

How to Apply:

Please email your resume and cover letter to chncareers@canadahomestaynetwork.ca.

** Please reference the job title in the email Subject line.*

Applications should be submitted in Word or PDF format with first & last names in the file name.