

# ILLINOIS LUTHERAN SCHOOLS, INC. (ILS)

## Ministry Description

### International Housing Coordinator

Approved: 10-21-2024

#### Position Description:

The International Housing Coordinator will actively recruit housing for international students with an emphasis on establishing, meeting and confirming next year's housing goals ideally by the end of March 31st for the next school year, meeting the housing goals of the program. He/she will interact monthly or more with current housing parents, providing support and guidance during the school year to ensure current housing needs are met. This support will include at least one housing visit during the first quarter of the school year.

The position will be annual in nature and will end on June 30th each year with renewal on July 15th. The position is to be renewed yearly and does not automatically renew. The position may be discontinued or modified based on current needs of the program and the school.

#### Accountability:

This position reports to the ILS High School Principal.

#### Qualifications:

1. The individual shall hold to and carry out the calling as outlined in 1 Timothy 3:10,12-13 and Titus 1:5-9, and in this position description.
2. The individual must possess good organizational and communication skills and must also be knowledgeable in the use of Microsoft Office and Google Suite software in order to carry out these duties and responsibilities.
3. The individual must be comfortable and engaging at public and community events and possess strong conversational and public speaking skills.

#### Duties and Responsibilities:

1. Planning and coordination of monthly activities outside of school for international students and host families. This includes scheduling, facilitating and coordinating the events with host families.
2. Communication with students, parents, congregations, newsletter updates, etc.
3. Communication of housing opportunities, needs and requirements to ILS Federation congregations.
4. Verification that host families meet the qualifications
4. Quarterly housing visits
5. Payment process support for tuition, fees and other expenses
6. Activity planning and support
7. Event planning

- a. Develop a schedule of regular events for the upcoming school year
- b. Incorporate existing students and existing activities with international activities

It is expected that this position would require (on average) five hours per week to complete all duties assigned to this individual.

Compensation

\$3000/year + \$500/international student for whom a host family is provided