

## Host Family Coordinator

Renascencia Hall, LLC, a global education organization working with partner schools to develop and improve international student programs, is seeking a **Host Family Coordinator** to join our team in northern New Jersey. Successful candidate would work from home.

### Responsibilities:

- Recruit host families to provide lodging, food and transportation for international high school students
- Screen and interview potential host families and conduct reference interviews
- Administer agreements and paperwork
- Work with Student Coordinator to match students with host families
- Plan and coordinate host family orientation program
- Initiate monthly student performance report from host parents
- Organize and facilitate activities, events and trips for host families and students
- Provide frequent contact and guidance to host families, including periodic in-home visits
- Facilitate communication between partner schools and host families

### Requirements:

- Bachelor's degree or equivalent experience
- Experience in child education, guidance or social work preferred
- Excellent interpersonal and communication skills
- Outstanding organizational skills and attention to detail
- Proficient in MS Office
- Valid driver license, reliable vehicle and auto insurance
- Flexible availability

We offer competitive salary and bonuses. Please send cover letter (required) and resume to [info@renashall.com](mailto:info@renashall.com). Background check and references will be requested after successful initial interview.