

RNC**Employment Service**

905-727-3777

222 Wellington Street East, Main Floor

**Education Coordinator****Job # 2018-11-038****NOC / NAICS** 0421 / 611110**Date** November 27, 2018**Location** York Region
(AURORA & Newmarket locations)**Wages** \$40,000-\$45,000 per year**Experience (Yrs.)** 0-1 1-3 3-5 5+**Hours/Week** Full Time**Employment Type** Perm Temp Seasonal
 FT PT**Schedule Availability** Evenings and Saturday mornings**Benefits Available** No Yes:**After Probation Period****Workplace / Physical Requirements****Company**

This private tutoring and education centre is looking for a dynamic and motivated Education Coordinator with strong people skills to assist in the day-to-day management of a busy centre (hiring for both Newmarket & Aurora locations). Education Coordinators are trained in our system, methodologies, and approach.

Job Duties

As the team lead, you would participate in all aspects in the centre's operations including: office administration, managing all student programming and assessments, meeting with parents and school teachers, staff management and leadership, and working closely with students from kindergarten to high school.

- Help inquiring parents to discover this learning system and centre
- Help inform inquiring parents about our programs
- Build relationships with parents and the community
- Maintain a service schedule and effectively execute pre assigned tasks throughout workday
- Create a fun and energetic learning environment on a daily basis
- Effectively master our learning and teaching philosophy as well as coaching other teaching members of the team
- Promote and participate all aspects of the business

Requirements

- **Minimum university degree (credits in Social Sciences, Languages, Math, & Business preferred)**
- **Experience working in an educational environment dealing with large student bodies**
- **Strong secondary school mathematics skills are an asset**
- **Experience working in a business environment is an asset**
- **Experience with billing cycles required**
- **3-5 years administrative experience in a supervisory role**

- Teaching certification an asset
- Strong computer skills (MS Office)
- Strong phone skills and experience in customer service (experience in sales is preferred)
- Candidates must possess a strong passion for seeing students succeed
- Must be comfortable teaching students ranging in age
- Must have experience in sales, marketing, and business development
- Superb communication and interpersonal skills.
- Must be willing to work evenings and Saturday mornings
- Strong secondary school mathematics skills are an asset
- Additional language(s) spoken is an asset

How to apply

To apply please submit resume to HRQR@rncs.ca for pre-screening and consideration. Include a cover letter describing why you are a match for this role.

Disclaimer

RNC Employment Services reserves the right to submit applicant resumes in their sole judgement directly to employers only following registration. Registration in itself does not determine applicant job posting eligibility. Further RNC is not responsible for employer hiring decisions which may pre-empt registration.