

## **Job Description**

### **Resource Coordinator International Student Workers**

FLSA: Non-Exempt

Date: May 13, 2024

Application & Resume Deadline: Until filled.

Wage: \$23 hourly

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The ISW Resource Coordinator is responsible for providing assistance to ISW's in order to achieve a rewarding, meaningful and memorable work and cultural experience in Old Orchard Beach, including identifying safe and affordable housing, making sponsoring agencies aware of ISW issues and situations requiring intervention, and working with OOB businesses and community resources to develop and promote opportunities for ISW's to participate in cultural programs and activities.

#### **Supervision:**

Works under the direct supervision of the Town Manager.

#### **Essential Functions:**

Work directly with and facilitate communication between employers, ISW program sponsoring agencies, housing providers and seasonal international workers.

Identify and grow the availability of affordable, adequate and safe housing for those working seasonally in OOB.

Promote and facilitate opportunities for seasonal workers to experience cultural experiences that provide an introduction to living in the United States, Maine and Old Orchard Beach.

Assist ISW's who have immediate and urgent needs or problems that relate to their personal security or well-being.

Communicate with the Code Enforcement Office regarding identified or suspected housing code violations, including overcrowding or other life/safety violations.

Maintain and update a list of authorized housing locations.

Maintain and update the Town website and regularly post and update the Facebook page for the J-1 Program.

Maintain a record of incidents and problems, along with pertinent notes and information. Provide a copy of the incidents/problems reports to the Town Manager.

Communicate with the US State Department to secure assistance on local issues.

Communicate with sponsoring agencies, Old Orchard Beach Chamber of Commerce, employers, and housing providers regarding issues requiring attention or intervention.

Promote the OOB ISW program

Direct ISW's to resources to address needs.

## **Necessary skills and abilities**

Excellent interpersonal skills, including the ability to speak with others in a clear, open and honest manner.

Demonstrated ability to communicate both orally and in writing.

Demonstrated ability to be a good listener.

Adept at the effective and responsible use of social media as a communications tool.

Demonstrated ability to independently establish and carry out daily, weekly and monthly work tasks and goals.

Recognizes the sensitivity of information received and maintains and adheres to a strict code of confidentiality.

Demonstrated ability to make others accountable for fulfilling obligations and responsibilities.

Demonstrated ability to connect with young people and to build relationships and trust.

Demonstrated ability to develop methods of communication with people for whom English is not their primary language.

## **SELECTION GUIDELINES**

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The Town of Old Orchard Beach is an equal employment opportunity employer.

Submit Applications & Resumes to:

Town of Old Orchard Beach  
Attn: HR Office  
1 Portland Ave  
Old Orchard Beach ME 04064  
Email: [fbeaulieu@oobmaine.com](mailto:fbeaulieu@oobmaine.com)