



## **Welcome Coordinator (Short-Term)**

**JOB TITLE:** Welcome Coordinator, École Saint-Landry (in Sunset, Louisiana)

**LOCATION:** Lafayette and St. Landry Parishes

**DATES:** July 24 - August 7, 2025

**RATIONALE:** École Saint-Landry, a full French immersion public elementary school in Sunset, is seeking a Welcome Coordinator to assist our International Associate Teachers (IATs) in their relocation to Louisiana. As the Welcome Coordinator, you will be responsible for providing assistance to seven (7) new teachers in matters related to their relocation once they are on Louisiana soil. If you are interested in helping our new IATs adjust to their new life in southern Louisiana, we encourage you to apply for this important role.

Responsibilities:

- Provide transportation to IATs from the Baton Rouge orientation session on July 20 to their shared temporary housing in the area. (Possible locations: Lafayette, Arnaudville, Sunset, Breaux Bridge.)
- Assist IATs in scheduling appointments for and obtaining a Social Security card, finding permanent housing, opening a bank account, obtaining a driver's license, getting a cell phone, buying a car, and getting car insurance.
- Drive IATs to all appointments above, as needed. Sit in appointments with them to explain anything unclear.
- Provide transportation for the IATs to and from stores until they purchase a vehicle and get a title for their vehicle.
- Understanding the [Relocation Guide](#).



Requirements:

- Available from 8am to 5pm from July 24th to August 7th (possibly weekends)
- Proficient in English (both written and verbal).
- Advanced/Native French speakers preferred and will be given hiring preference.
- Ability to work independently and be flexible with scheduling, including working on both weekdays and weekends
- Excellent organizational, planning, driving, and communication skills
- Welcoming attitude, ability to manage high-stress situations, and comfortable with managing several tasks simultaneously
- A valid driver's license, proof of active auto insurance, and a clean driving record.
- A five passenger vehicle (access to a truck would make some tasks easier).
- A working cell phone with a data plan.
- Knowledge of the local area and willingness to drive anywhere in Lafayette and St. Landry Parishes.
- Applicants must be a citizen/permanent resident of the United States or a J-1 or J-2 visa holder.

REPORTS TO: Sarah Savoy, Administrative Manager

TERMS OF EMPLOYMENT:	July 24 to August 3, 2025 (ten days)
EXPECTED TOTAL HOURS:	30-50
CONTRACT TOTAL:	\$20/hour + mileage reimbursement of \$0.70/mile
INSURANCE/BENEFITS:	None.



ÉCOLE  
**ST LANDRY**  
SCHOOL

Last updated: March 18, 2025

EVALUATION: Performance in this position will be evaluated in accordance with the Board's policy by the School Leader. Submission of a time sheet and a mileage tracker

TO APPLY: Please send an email/letter of intent and résumé to Sarah Savoy, administrative manager, at [ssavoy@ecolestlandry.org](mailto:ssavoy@ecolestlandry.org). Applications can be submitted in French or English.

---

École Saint-Landry accepts students of all abilities. École Saint-Landry does not discriminate on the basis of age, race, religion, national origin, disability or gender in its educational programs and activities (including employment and application for employment), and it is prohibited from discriminating on the basis of gender by Title IX (20 USC 168) and on the basis of disability by Section 504 (42 USC 794).

For more information on our school, please go to <https://www.ecolestlandry.org/>