**Job title**  LINC Offsite Coordinator

**Program**  Language Instruction for Newcomers to Canada (LINC) Program

**Department**  Language Programs

**Reports to**  LINC Program Lead Coordinator

### Position Details

**Duration:** January 3, 2017 – March 31, 2018 with possibility of continuing

**Weekly Working Hours:** 37.5 hours per week *(some weekend time and a few evenings may be required)*

**Wage:** $25/hr

**Deadline to apply:** Dec. 12, 2016

### Job Purpose

This position is responsible for working with and assisting the Program Lead Coordinator (PLC) in order to achieve program objectives. This position is primarily responsible for communicating with and coordinating activities for offsite staff as well as with offsite facility partners.

### Duties and Responsibilities

**Program Coordination & Administration**

- Work as a liaison between onsite and offsite staff and facility partners
- Conduct bi-weekly student orientations for offsite clients
- Observe the offsite Instructors teaching classes and provide informal and formal feedback
- Organize field trips and guest speakers in collaboration with offsite Instructors to meet class theme requirements while also remaining within the program budget
- Establish and maintain a respectful and professional relationship with program staff, participants and offsite facility staff
- Develop level appropriate curriculum for the LINC program and work closely with the LINC Assistant Coordinator (AC) to upload the developed curriculum to Moodle
- Liaise with the LINC Program & Student Support Worker (PSSW) the issuance of letter of enrollment, exit and transfer requests
- Contribute to the development of level appropriate program curriculum (online and offline) and provide useful resources for the Instructors to use in the classroom
- Work closely with the offsite Lead Childcare Worker (LCW) and Instructors as well as with the evening and Saturday Instructors to arrange substitutes for the classes or fill in when no one is available to cover
- Collect the narrative/activity/progress reports, certificate requests, and financial claims from the offsite Instructors and the LCW before contractual deadlines
- Assist with program promotion and advertisement in the community when needed
- Maintain the inventory of equipment and resources for the offsite locations for the LINC program
- Provide all necessary information and documents in a timely and effective manner to the PLC and the Bookkeeper
- Maintain proper filing of client information that is in compliance with confidentiality requirements
- Assist the PLC with additional duties related to support for Instructors and the program as requested
Agency Related Duties

• Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
• Attend meetings and be a contributing member of any committees deemed appropriate by management
• Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency’s website and/or social media sites
• Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
• Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

Qualifications

Education

• An undergraduate degree (not restricted to, but preferably) in the areas of Education or the Humanities with a background in one or more of the following areas: Social Sciences, Political Studies, English Language Arts, Fine Arts, International studies, or Psychology
• Recognized TESL certification

Experience

• 1-2 years' experience coordinating in the non-profit and/or settlement sectors
• 1-2 years’ experience teaching English as a subsequent language
• An equivalent combination of education and work related experience will be considered

Knowledge, Skills and Abilities

• Skilled at coordinating/teaching programming for visible minorities and EAL learners
• Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
• Knowledge of English language skills training and resources
• Demonstrated understanding of the Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessments (PBLA)
• Ability to supervise and monitor other program staff in order to meet program outcomes
• Excellent written and verbal communication skills
• Ability to work effectively in a culturally diverse environment
• Satisfactory typing and computer skills with the ability to use Microsoft Office software
• Excellent interpersonal and client-service skills
• Strong organizational skills with the ability to prioritize tasks and work as a team member
• Ability to multi-task and complete work with limited supervision

Requirement of Employment

• Clear criminal record check

Direct Reports

LINC Program - Instructors
LINC Program - Lead Childcare Worker