



*Calgary Immigrant Women's Association is a not for profit immigrant serving agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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**Program Coordinator/Instructor**  
**Child Development Worker Training for Immigrant Women program**  
**Full Time Position - 37.5 hours per week**  
**Competitive salary and benefits package**

The Program Coordinator/Instructor is responsible for daily supervision of program components as well as instruction to students on a part time basis in the Child Development Worker Training for Immigrant Women program. The Program Coordinator works closely with the Education Assistant to help and support issues and challenges arising on a daily basis that requires leadership and decision-making. The Program Coordinator/Instructor works in close partnership with the Bow Valley College Instructor and ensures the smooth facilitation of the Life Experience Equivalency Process (LEEP) training. The Coordinator/Instructor is responsible for anticipating and planning for changes needed throughout the program, and for working collaboratively in the writing and submission of program reports.

**DUTIES AND RESPONSIBILITIES**

- Coordinate and participate in program promotion and orientation
- Coordinate client recruitment for the program
- Coordinate follow up support for participants
- Teach to reinforce components of the Bow Valley College LEEP curriculum
- Provide instructional expertise in literacy and Essential Skills learning
- Develop instructional curriculum as needed based on specific learning needs of students
- Liaise and coordinate communications with collaborating program partners
- Organize employment/ work experience placements for participants
- Provide support for host companies as required
- Coordinate and conduct follow ups with collaborating program partners
- Evaluate the program according to the proposal requirements
- Supervise the work of the program team
- Ensure client data entry is complete in CMS and iCARE databases
- Coordinate the implementation of measurement tools for the program
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager

**STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

## QUALIFICATIONS

- Post-secondary education in the area of Education, (ESL) Education for Adults, Social Sciences, Humanities, or Communications Studies
- Experience in a Canadian ESL classroom environment
- Experience and understanding of the literacy and Essential Skills learning needs of students facing multiple-language barriers
- Knowledge of Canadian Language Benchmarks
- Experience with program planning, program implementation and program logic models
- Experience with and/ or sound knowledge of childcare is considered an asset
- Experience with and/or knowledge of focus group moderation
- Understanding of outcome measurement tools
- Proven experience in proposal/ report writing
- Computer literacy and strong communication skills including writing skills
- Experience working with immigrants dealing with multiple language and literacy barriers
- Strong team work skills and the ability to work using a participatory management style
- Supervisory experience in a not for profit environment
- Second language is an asset

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association

Suite 200, 138 - 4<sup>th</sup> Avenue SE

Calgary Alberta T2G 4Z6

Fax 403.264.3914

Email [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*