



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.

Program Instructor
Fast Track Employment Training program
Full Time Position - 37.5 hours per week
Competitive salary and benefits package

The Program Instructor is responsible for assisting the Program Coordinator in executing key components of the program. The incumbent will be instrumental in modifying a curriculum that will be implemented in ongoing intakes of the Fast Track Employment Training program as well as assisting in the recruitment of participants. The incumbent will assess students throughout the pilot class, and provide timely feedback to the Program Coordinator on the effectiveness of the pilot materials.

DUTIES AND RESPONSIBILITIES

- Develop and update program curriculum based on students' specific learning needs
- Coordinate and participate in program promotion and orientation
- Assist with program evaluation and outcome measurement tools
- Assist with regular reporting to funders and to the department manager
- Provide instructional expertise in literacy, occupational and essential skills learning
- Provide guidance and individualized advice to volunteer literacy/ language tutors
- Prepare lessons and session plans adhering to the curriculum developed by the program team
- Implement lesson plans and activities for modular delivery of training
- Manage all record keeping effectively and submit paperwork in a timely and efficient manner
- Coordinate with Program Coordinator to provide feedback on effectiveness of pilot classes
- Provide the Program Coordinator with necessary information to compile statistical reports
- Ensure client data entry is complete in CMS and iCARE databases
- When necessary, consult with the Program Coordinator and Department Manager on issues related to program/participants
- 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 an ESL Classroom environment and Canadian classroom environments
- Experience and understanding of the literacy and essential skills learning needs of students facing multiple-language barriers
- Knowledge of Canadian Language Benchmarks
- Experience with and/or sound knowledge of curriculum development considered an asset
- Experience with and/ or sound knowledge of the service industry considered an asset
- Computer literacy (MS Office and data entry) and strong communication skills including writing skills
- Experience working with immigrants dealing with multiple language and literacy barriers
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong team work skills
- Highly motivated with a positive attitude
- 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 - 4th Avenue SE
 Calgary Alberta T2G 4Z6
 Email 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.