



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Language Program Coordinator

Term: Part-time – 17.5 h/week - July 2020 – June 2021 (Subject to Renewal)

Reports to: LINC Manager

Location: 1800 Bank Street

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary:

The LINC Program Responsible for providing high level administrative, logistical and pedagogical support to the LINC program.

Main Responsibilities:

- Assist Program Manager in recruitment of new teachers, including participating in hiring committees
- Provide orientation & mentoring for new teachers (including supply teachers)
- Recruitment, integration and supervision of volunteers for the LINC program
- Coordinate in-service training for instructors in consultation with the Program Manager
- Monitor attendance records & promote full attendance through outreach to individual students where appropriate
- Provide pedagogical and program support to teachers (ex. development of curriculum at the commencement of each term, arrange and schedule guest speakers, coordinate field trips scoping, booking and logistics for the LINC site, within program budget)
- Contribute to the development of level appropriate LINC curriculum material for in-class and online delivery
- Manage and maintain teacher resource and digital library
- Manage scheduling of shared spaces (ex. community room, computer lab, multipurpose room)
- Provide counseling to graduating students on post-LINC settlement resources
- Liaise with other OCISO departments to arrange appropriate cross-service delivery

- Oversee, conduct and analyse student evaluation at the end of term
- Participates in site team meetings
- Assist program staff and program manager in the integration of the LINC program with other OCISO programs
- Provide advice and recommendations to the Program Manager.

Qualifications:

- Undergraduate degree preferably in the areas of Linguistics, Education or the Humanities
- TESL Ontario accreditation (OCELT) in good standing
- 1-2 years' experience in coordinating in the non-profit and/or settlement sectors
- 1-2 years' experience teaching English as an additional language
- Detailed knowledge of LINC curriculum guidelines, Canadian Language Benchmarks, and Portfolio Based Language Assessment
- Experience in curriculum development
- High level of proficiency in education technology, distance/blended learning
- Highly developed interpersonal skills: energetic / enthusiastic
- Demonstrated ability to work in a multi-cultural team environment
- Understanding of immigrant/settlement issues
- Ability to supervise and monitor other program staff in order to meet program outcomes
- Ability to multi-task and complete work with limited supervision
- Excellent written and verbal communication skills

Salary & Benefits: \$46,000 - \$48,000 annually (pro-rated for part time position). Comprehensive benefits plan including health, dental, RRSP plan, and generous leave entitlement.

Application Deadline: July 3, 2020 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. Administrator: hr@ociso.org.

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.