



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

**Newcomer Literacy Initiative
Substitute ESL Instructor- Literacy Stage 1
Casual position**

BACKGROUND: The Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM) and Hugh John Macdonald School work in partnership to sponsor a flexible, community based, literacy program for newcomer parents living at IRCOM House and in the Central neighbourhoods. The Newcomer Literacy Initiative (NLI) assists parents in developing literacy and English language skills in order to support their involvement in the community, pursue further education, obtain employment and support their children's education.

We are currently seeking on-call teachers for planned vacation and unplanned emergency substitute ESL teaching.

Requirements:

- Ability to teach literacy students from Foundations to CLB 4
- TESOL Certificate
- Criminal Record Check (vulnerable sector, not older than 6 months)
- Child Abuse Registry Check (not older than 6 months)
- Must be able to substitute at all our three downtown sites
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <http://www.ircom.ca/about-us/employmentopportunities/>)

Hours of work: 5 hours of teaching per day (9:00-11:30 and 1:00-3:30). An additional 2.5 hours for preparation if there is no lesson plan provided.

The wage for this position is \$21.50/hour.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or résumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with a disability.

All applicants must be legally entitled to work in Canada.

Your cover letter, résumé and/or application must clearly indicate how you meet the qualifications.

To apply for this position please submit your résumé by Friday, May 10th, 2019 to:

NLI Manager
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: jeng@ircom.ca
Fax: 204.943.4810

We thank all who apply. Please be advised that only those selected for an interview will be contacted.