



Immigrant and Refugee
Community Organization of Manitoba

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ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM ASSISTANT FULL-TIME, TERM POSITION TO MARCH 31, 2021

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the English as a Second Language (ESL) Program Assistant improves the reading, writing and speaking skills of newcomer adults by:

- delivering needs based ESL curriculum,
- providing in-class and one on one instruction and leadership,
- assessing student progress, managing records, and
- supporting the IRCOM staff team

Under the supervision of the Community and Child Care Programs Manager, the ESL Program Assistant has the following:

DUTIES AND RESPONSIBILITIES:

In-class and Online Instruction and Leadership (75%)

- Provide ESL instruction in group and in one on one format as required
- Adhere to the curriculum and lesson plan as assigned by regular teacher
- Actively engage and give guidance to volunteers in delivering the lessons and activities
- Support participants with computer and technology access
- Support participants with instruction outside of regular class times in a 1:1 or small group setting, on the phone or in an online setting

Administration duties (20%)

- Photocopying and assembling resources
- Record keeping and data entry as required
- Prepare and deliver learning packages to students

Team and Interdepartmental Support (5%)

- Attend IRCOM staff and Program team meetings and events
- Follow all IRCOM policies and procedures
- Assist in other IRCOM programs and initiatives as required and time permits.
- Other duties as assigned by Child Care Program Manager, Lead teacher, or designate.

QUALIFICATIONS:

Required Qualifications:

- Ability to teach literacy students from Foundations to CLB 2
- Current TESOL Certificate
- University Degree in Education or related field
- Proficiency with teaching via online platforms.
- Experience working with people from diverse cultural backgrounds in a community-based setting
- Flexible, community minded, respectful and compassionate
- Satisfactory Criminal Record Check (vulnerable sector, not older than 6 months)
- Child Abuse Registry Check (not older than 6 months)
- Must be able to substitute in person or assist online at both downtown sites.
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

Desired Qualifications:

- Experience working with CLB Foundations 1-2 Literacy students
- International education and/or experience
- Knowledge of a second language
- Newcomer experience
- Previous volunteering/community involvement in supporting and empowering newcomer community

Hours of work:

This is a full-time Term position to a maximum of 37.5 hours per week until March 31, 2021. The Program Assistant's hours will take place predominantly during IRCOM business hours between 9am and 5pm,

Wage: \$21.82/hour

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, refugees, immigrants, persons of colour, persons with a disability, or any other groups that are typically under-represented in the workplace.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Applications must be submitted by **12 p.m., noon, Friday February 05, 2021** to:

HR - Selection Committee
95 Ellen Street
Winnipeg, Manitoba R3A 1S8
Email: hr@ircom.ca
Fax: 204-943-4810

We thank all who apply and advise that only those selected for further consideration will be contacted.