



## **MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)**

The Immigrant Welcome Centre in Campbell River is currently accepting applications for a LINC Coordinator & Instructor.

### **Who we are...**

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award-winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

### **Who you are...**

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of students and are client centered e.g. class scheduling.
- You are easily able to engage students and keep them engaged through your work with them.
- You have an energetic and positive approach to your work.
- You have strong computer and documentation skills.
- You are self-directed and have excellent organizational and critical thinking skills.
- You genuinely enjoy building and maintaining collaborative relationships at all levels.
- You are excited about working collaboratively to achieve results with focus and flexibility.



**The position...**

**JOB TITLE:** Language Instruction for Newcomers (LINC) Coordinator & Instructor

**LOCATION:** Campbell River

**REPORTS TO:** Executive Director

**WORK HOURS:** 35 hours per week, 45 weeks per year

**COMPENSATION:**

Based MISA Wage Grid, Level 4, Wage Range \$25.47 - \$30.84

Competitive Benefits Package

**POSITION SUMMARY:** The LINC Coordinator/Instructor is responsible for coordinating activities of the LINC program and delivering language instruction to multi-levels (Canadian Language Benchmarks (CLB) of adult learners from diverse backgrounds.

**CORE COMPETENCIES:**

- Initiative
- Empowering Others
- Personal Credibility
- Developing Others
- Results Orientation

**KEY DUTIES AND RESPONSIBILITIES:**

**In-Classroom**

- Provide direct language support and guidance to students, as per LINC curriculum guidelines
- Design and apply professional, appropriate and innovative lesson plans consistent with best practice teaching methods and the needs of beginner-level students
- Deliver LINC instruction and orientation information to students.
- Plan appropriate activities/field trips/presenters to complement curriculum activities
- Monitor learners' linguistic and settlement progress through formal and informal assessments

- Maintain student progress reports
- Keep and manage class attendance records
- Ensure compliance with funder requirements and agency policies and protocols
- Assist in developing methodology and tools to effectively support student success
- Ensure high level of student attendance and active participation
- Work with, utilize and guide classroom volunteers
- Provide direct support to students regarding online learning

### **Coordination – Student/Class/Program Management**

- Manage student intake for LINC classes (including waitlist management if necessary)
- Arrange and acquire class space and materials
- Advise students and volunteers of class cancellations (ex. Snow closure).
- Arrange activities, field trips and speakers
- With LINC Assessor, arrange and coordinate placement assessments and assign students to class levels
- In cooperation with the Volunteer Coordinator, ensure there are volunteer classroom assistants as needed and that they receive appropriate orientation and volunteer appreciation as required
- Participate in hiring LINC intake staff.
- Provide supervision to the LINC intake staff and volunteers.
- Manage annual performance reviews and quarterly professional development plans with LINC intake staff.
- Manage conflict or situations of a sensitive nature, in consultation with Executive Director
- Complete, distribute and manage LINC progress reports and learner conferences
- Consult and collaborate with Executive Director, advising on policy, best practices and other information sharing
- Complete appropriate reports and evaluations
- Arrange in-house training and professional development

### **Other Responsibilities:**

- Participate in staff meetings and activities and attend the Annual General Meeting
- Attend special LINC events and celebration, representing MISA
- Participate in training opportunities to stay current in LINC instruction and on issues impacting MISA's clients
- Attend Regional LINC meetings
- Attend Settlement Team meetings as necessary
- Report to Executive Director
- Promote LINC program and MISA in the community
- Coordinate implementation of PBLA as per federal guidelines
- Manage budgets and identify opportunities for program enhancements.
- Participate as a team member in the preparation of funding proposals.

## **QUALIFICATIONS:**

### **Required**

- TESL Professional Certificate and relevant undergraduate degree (e.g. Bachelor of English, Applied Linguistics, Adult Education, Community Development, Social Work) recognized in Canada
- Minimum 2 years experience teaching LINC, ESL or related experience
- Knowledge of Canadian Language Benchmarks (CLB) and Portfolio-based Language Assessment (PBLA) in the area of LINC delivery and assessment
- Demonstrated ability to interact effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds
- Excellent verbal and written communication skills
- Strong organization skills
- Computer literacy using e-mail, word processing programs, internet research and software for online delivery and meetings
- Ability to set and maintain boundaries with students and staff and manage self-care
- Worker must have a valid BC driver's license and reliable vehicle.
- Worker must have a satisfactory vulnerable sector criminal record check

### **Preferred Skills, Knowledge and Experience**

- Experience teaching LINC or ESL to diverse group of adults is an asset.
- Training and practical application of Canadian Language Benchmark (CLB) and Portfolio-based Language Assessment (PBLA) in the area of LINC delivery and assessment
- Competency operating basic instructional equipment, such as printer and projector
- Knowledge of community resources and experience working with volunteers

*This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.*

### **How to apply...**

Applications must include a cover letter and resume detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to [deborah.hall@immigrantwelcome.ca](mailto:deborah.hall@immigrantwelcome.ca) by 5:00 p.m. on November 3, 2021.

Thank you for your interest in joining our team. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!