

ESL/LINC Instructor

The Fort St. John Literacy Society is seeking a dynamic and energetic instructor to teach Language Instruction for Newcomers to Canada (LINC) classes and provide settlement language support in Fort St. John. Due to the nature of being a small organization, we will be seeking an individual who is open and willing to wear many hats and can use creative problem-solving skills to address the challenges we face as a smaller center.

Please note, this is **not** a remote or hybrid position, it is in-person at our Fort St. John, BC location.

About the position

Reporting to the Executive Director, the ESL/LINC Instructor is the first point of contact and oversees the LINC classes and settlement language support in Fort St. John. Whether you're greeting learners in person, over the phone or through their initial email contact, you help set the stage for a supportive and welcoming experience.

The ESL/LINC Instructor handles the initial learner intake and guides them on their next steps to accessing services both in house or referring to partner settlement service providers. This involves maintaining relationships with other service providers to collaborate on community connection activities; promoting the program with various groups to raise awareness of our program; and maintaining the learner files, data collection and program reporting. With accountability for the settlement language program, you develop solutions for challenges as they arise and look for additional opportunities to develop the programs to address learner needs.

When not teaching, facilitating a conversation circle, or assisting learners; you'll be creating curriculum/lesson plans with a CLB and PBLA focus, facilitating learner progress reports, completing all program reporting tasks, ensuring the meeting space is tidy and organized, connecting with other service providers to arrange class outings and guest speakers, staying up to date on community events that may benefit our learners, and maintaining the program files and client loner devices.

As an ambassador for the FSJ Literacy Society you will adhere to the policies and maintain a high level of client confidentiality and empathy, and display exceptional teamwork including helping to maintain the appearance and presentation of the office space.

Qualifications

The non-negotiables:

- Two years teaching experience, preferably with adults.
- Good organizational and time management skills.
- Ability to multi-task and problem solve in fast paced environment.
- Excellent interpersonal skills.
- Great oral and written communication.

- Self motivation and excellent teamwork skills.
- Ability to work independently and be flexible.
- Computer savvy and able to utilize multiple websites and computer programs simultaneously with ease.
- Adaptive and receptive to changing work models as technology advances.

Education/training requirements

- TESOL (Teaching English to Speakers of Other Languages) Certificate preferred or experience in teaching adults English as a Second Language with the intention of acquiring your TESOL.
- Certificate in Canadian Language Benchmark levels literacy preferred.
- PBLA (Portfolio Based Language Assessment) experience preferred.

Terms of employment

- Min 28/Max 40 hours per week dependent on funding contracts.
- Competitive wages based on experience and qualifications.
- Health and dental benefits.

How to apply

Please Send a cover letter with a resume to Jessica Kalman, Executive Director at:
executivedirector@fsjliteracy.ca

We will be reviewing resumes as they arrive and will continue until a candidate has been selected. We appreciate all interest in this position, but only those selected for an interview will be contacted.