



Settlement Language Support Worker

The Fort St. John Literacy Society is seeking a dynamic and energetic individual to provide settlement language support to our learners and classes 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 be flexible in their duties 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 and working collaboratively and in partnership with the ESL/LINC Instructor, the Settlement Language Support Worker is responsible for ensuring learner's language needs are met fully, and that they are set up for success in our programs.

The Settlement Language Support Worker is responsible for managing and facilitating the Women's conversation circle which includes connecting with community partners to schedule and collaborate on community connection activities, and encouraging participants to attend and practice English during all activities; scheduling program outings and guest speakers; gathering program materials while adhering to program budget limitations with all expenses to be approved by the Executive Director; assisting with learner intake and onboarding to virtual program delivery; assisting to maintain devices to be used as loaner devices for learners who don't have their own; encouraging and providing community connection opportunities to all clients; program output reporting; and assisting to maintain learner and program files and materials.

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:

- Good organizational and time management skills



- Ability to multi-task and problem solve in a fast pace environment
- Excellent interpersonal skills
- Great oral and written communication skills
- Self-motivated and able to excel in both a team and individual environment
- Computer savvy and able to utilize multiple websites and computer program with ease
- Adaptive and receptive to changing work models as technology advances

Education/training requirements

- Experience in teaching adults English as a Second Language
- TESOL certification preferred
- Certificate in Canadian Language Benchmark levels literacy preferred

Terms of employment

- 14 hours per week dependent on funding contracts
- Competitive wages based on experience and qualifications

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.