



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to engage and integrate all immigrant women and their families in the community. We are seeking an individual who shares our values of Integrity, Equity, Inclusiveness, Innovation and Leadership.*

*Empower Immigrant Women. Enrich Canadian Society.*

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## **Instructor - Contract Work: Employment Bridging Program Part-time – 18.75 hours per week**

### **SUMMARY OF POSITION**

The Instructor is responsible for providing classroom instructions on topics including but not limited to workplace communication, business ethics, career, and occupational decision-making, and the gig economy (contracting/freelancing, temporary and online work). The course also covers managing taxes, digital skill building, networking, and job search techniques. The role is also responsible for assisting the Project Coordinator in executing key components of the project and delivery of training designed to increase participants' employability skill building as well as the enhancement of professional English language skills and how to embrace and thrive in the gig economy.

### **DUTIES AND RESPONSIBILITIES**

- Prepare the lesson and session plans adhering to and enhancing the curriculum developed by the project team
- Implement lesson plans and activities and provide daily classroom instruction
- Develop and update project curriculum based on clients' specific learning needs
- Provide instructional expertise in English, occupational and essential skills learning
- Provide instructional expertise in the gig economy, its characteristics, and start-up
- Assist with project evaluation and outcome measurement tools
- Participate in project promotion, orientation, client recruitment, selection, and assessment
- Consult with the Project Coordinator and Department Manager on issues related to the program/participants
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager.

### **STANDARDS OF PERFORMANCE**

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

### **QUALIFICATIONS**

- Post-secondary education in the area of Education, ESL Education for Adults, Communications Studies, Business Studies, and/or Social Sciences
- Experience in an ESL classroom environment
- Experience in digital technology instruction; including proficiency in MS Office tools
- Understand the nature and experience of gig work in Canada: independent contractors, contract firm workers, on-call workers, temporary/seasonal workers, online platform workers

- Experience with and/or sound knowledge of curriculum development is considered an asset
- Strong communication skills including writing skills
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong teamwork skills
- Flexible and highly adaptive in instructional style
- Highly motivated with a positive attitude

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative and supportive please forward your cover letter and resume to:

**Human Resources**

Calgary Immigrant Women's Association  
Suite 200, 138 - 4<sup>th</sup> Avenue SE  
Calgary, AB T2G 4Z6

Email: [careers@ciwa-online.com](mailto:careers@ciwa-online.com)

*The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.*