



*Calgary Immigrant Women's Association is a not for profit Immigrant Serving Agency established in 1982. CIWA's Mission is to be a national leader in transitioning immigrant women to success in Canada. We are seeking an individual who shares our values of Equity, Excellence, Collaboration, Inclusiveness and Empowerment.*

*Empower Immigrant Women. Enrich Canadian Society.*

---

**Program Instructor – Line Cook Training**  
**Full-Time, 37.5 hours per week**  
**Competitive salary and benefits package**

**SUMMARY OF POSITION**

The Program Instructor is responsible for assisting the Program Coordinator in executing key components of the program and delivery of a course designed to build occupational skills, English language learning, and employability skills. Training is provided through ongoing intakes of the Line Cook Training Program for immigrant women with mid-level English.

**DUTIES AND RESPONSIBILITIES**

- Prepare lesson and session plans adhering to and enhancing the curriculum developed by the program team
- Implement lesson plans and activities and provide daily instruction in a classroom and commercial kitchen setting
- Develop and update program curriculum based on clients' specific learning needs and industry trends
- Provide instructional expertise in English, occupational/culinary skill development, and essential skills learning
- Assist with program evaluation and outcome measurement tools
- Provide one-on-one support for clients when needed
- Organize guest speakers, special presentations, and field trips
- Track and report on participant progress
- Participate in program promotion, orientation, and client recruitment
- Assist the Program Coordinator with client selection and assessment
- Assist with career counseling and job search support as required
- Assist with regular reporting to funders and to the department manager
- Research pertinent information in labor market trends and job-related resources
- Provide coverage for team members during vacation
- When necessary, consult with the Program 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 including requests for additional paid hours on a temporary basis when needed

**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**

- Strong experience and/or education in the culinary industry
- Post-secondary education in the area of Education, (ESL) Education for Adults preferred
- Experience in an ESL Classroom environment and/or Canadian classroom environment preferred
- Experience and understanding of skills for success learning needs of students, particularly those facing language barriers
- Experience with and/or sound knowledge of curriculum development is considered an asset
- Computer literacy and strong communication skills including writing skills
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong teamwork skills
- Second language is an asset
- Experience working with immigrants dealing with language barriers
- 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 Alberta T2G 4Z6  
Fax: 403.264.3914  
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.*