



*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.*

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**Project Assistant/Liaison – Early Childhood Educator Training Project  
(Pending Funding Approval)  
Full-Time, 37.5 hours per week (Limited Term for 15 months)  
Competitive salary and benefits package**

**SUMMARY OF POSITION**

The project assistant/ liaison is responsible for assisting the project coordinator in executing key components of the Early Childhood Educator Project as well as assisting in the delivery of instructional activities. This position engages with community partners, ethnocultural organizations, faith-based organizations, and other entities as required to connect with clients with diverse backgrounds. The project assistant/liaison will also work with students one on one in the virtual classroom and contribute to all aspects of student and project feedback, reporting, and support. The assistant is responsible for mentoring project participants in their training and ensuring that all observational or participatory-related activities are supervised and facilitated effectively.

**DUTIES AND RESPONSIBILITIES**

- Assist the Project Coordinator with the development of project materials for both Academic and skills development in the context of early learning and childcare including English Language Learning
- Build community connections, provide information to partner agencies, community members, clients, etc. regarding the Early Childhood Educator Project, access to support services and resources they can benefit from
- Contribute to and build project capacity in improving client intake, class occupancy, and enrolment through project promotion and strategic partnerships
- Build capacity for ongoing communication, trust, and understanding between clients and instructional staff to keep abreast of all needs, challenges, and emerging trends in relation to Early Childhood Educator training
- Edit/modify and provide feedback on the classroom materials
- Participate in project promotion, orientation, and client recruitment activities
- Assist with project evaluation and outcome measurement tools
- Assist with regular reporting to funders and to the department manager
- Follow up and assist the instructor in completing the assignments and work one on one with students in the classroom
- Organize and facilitate participatory training sessions
- Support participants and business operators during virtual practicum
- Mentor project participants during virtual practicum
- Oversee that appropriate standard is maintained in the project
- Participate in the development of lesson plans and curriculum with project staff
- Manage all record-keeping effectively and submit paperwork in a timely and efficient manner
- Coordinate with the Project Coordinator to provide feedback on student progress
- Ensure data entry completed at all times

- Provide the Project Coordinator with the necessary information to compile statistical reports
- When necessary, consult with the project coordinator and department manager on issues related to the project/participants
- Participate in CIWA events as required
- Other duties as assigned by the project coordinator and 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**

- Post-secondary education in the area of Education, (ESL) Education for Adults, Social Sciences, Humanities, or Communications Studies
- Early Childhood Educator Level 3 (formerly Child Development Supervisor) Certificate is required and related experience in childcare
- Experience in a Canadian ESL classroom environment is considered an asset
- Experience and understanding of the needs of literacy and essential skills learning needs of students facing multiple cultural barriers
- Knowledge of curriculum development is considered an asset
- Knowledge or experience in Early Childhood Development
- Experience in a supervisory capacity within a childcare project is considered an asset
- Strong leadership skills
- Strong teamwork skills/ability to work in a team environment
- Advanced computer skills in Microsoft Office and other virtual platforms /databases as well as strong communication skills
- Appreciation and knowledge of cultural diversity/experience working with a diverse population
- Strong teamwork skills
- Highly motivated with a positive attitude
- Second language is an asset

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.*