



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.

**Project Coordinator – 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 Coordinator is responsible for the daily supervision and administration of all project components of the Early Childhood Educator Project. The Project coordinator maintains close contact with the Project staff to help and support with issues and challenges arising on a daily basis that require leadership and decision-making. As well, the coordinator is responsible for anticipating and planning for changes needed throughout the Project, and for working collaboratively in the writing and submission of Project reports.

DUTIES AND RESPONSIBILITIES

- Coordinate and participate in Project promotion and orientation
- Coordinate client recruitment for the Project
- Coordinate and supervise curriculum modification/ development of both Academic and skills development in the context of early learning and childcare including English Language Learning
- Coordinate and supervise the Early Childhood Educator Project
- Organize practicum for participants
- Coordinate follow-up support for participants
- Liaise and coordinate communications with collaborating Project partners
- Coordinate and conduct follow-ups with collaborating partners
- Evaluate the Project according to the proposal requirements
- Supervise the work of the Project team
- Coordinate the implementation of measurement tools for the Project
- Provide regular reporting to the funders including data entry
- Ensure all client data entry is completed in the CMS
- Participate in CIWA events as required
- 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

- Masters of Education or equivalent education and experience in ELL and Education for Adults

- Experience in a Canadian ESL classroom environment
- Experience and understanding of the literacy and Essential Skills learning needs of students facing multiple-language barriers
- Early Childhood Educator Level 3 (formerly Child Development Supervisor) Certificate is required and related experience in childcare
- Knowledge of Canadian Language Benchmarks
- Experience with Project planning, Project implementation, and Project logic models
- Experience with and/ or sound knowledge of childcare
- Understanding of outcome measurement tools
- Proven experience in proposal/ report writing
- Advanced computer skills and strong communication skills including writing skills
- Experience working with a population with a diverse background and dealing with multiple cultural barriers
- Strong teamwork skills and the ability to work using a participatory management style
- Supervisory experience in a not for profit environment

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 - 4th Avenue SE
Calgary Alberta T2G 4Z6
Fax: 403.264.3914
Email: 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.