



CIWA

Calgary Immigrant Women's Association

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 Equity, Excellence, Collaboration, Inclusiveness and Empowerment.

Empower Immigrant Women. Enrich Canadian Society.

**Project Instructor – Early Childhood Educator 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 Instructor is responsible for assisting the Project Coordinator in executing key components of the Early Childhood Educator Project. The Project Instructor is responsible for updating and delivering a curriculum to ongoing intakes of participants to prepare them for Early Childhood Educator certification.

DUTIES AND RESPONSIBILITIES

- Provide Virtual Instructor-Led Training (VILT) by implementing daily lesson plans and facilitating learning activities
- Provide instructional expertise in English Language Literacy and skills development in the context of early learning and childcare
- Develop and update project curriculum based on clients' specific learning needs
- Prepare lesson and session plans adhering to and enhancing the curriculum developed by the project team
- Collaborate with Bow Valley College to reinforce components of the ELCC curriculum
- Assist with project evaluation and outcome measurement tools
- Provide instructional expertise in completing the assignments and work one on one with students in classroom
- Organize guest speakers and special presentations
- Coordinate with the project coordinator to provide feedback on the effectiveness of training and track participants' progress
- Participate in project promotion, orientation, and client recruitment and assessment
- Assist with career counselling 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 Project Coordinator and Department Manager on issues related to the project/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

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- 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 degree in the area of Education, Communications Studies, Humanities, or Social Sciences
- Certificate in TESL or equivalent is required
- Early Childhood Educator Level 3 (formerly Child Development Supervisor) Certificate is required
- Experience with and/or sound knowledge of early childhood development
- Experience in an ESL classroom environment including knowledge of Canadian Language Benchmarks and curriculum development
- Knowledge and experience in career development/career counselling is an asset
- Advanced computer skills in virtual platforms and Microsoft Office
- Strong communication skills including writing skills
- Experience working with immigrants dealing with language barriers
- Experience and understanding of the English Language Literacy and Skills for Success learning needs of students facing multiple-language barriers
- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong teamwork skills and 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 - 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.