



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 Instructor/Employment Counsellor – Pre-Employment and Skills Development for Racialized Immigrant Women
Full time - 37.5 hours per week
Competitive salary and benefits package

SUMMARY OF POSITION

The Project Instructor/Career Counsellor is responsible for assisting the Project Coordinator in executing key components of the project and delivery of customized training models designed to increase participants' employability. The training model will focus on 5 common essential skills/skills for success identified in various positions within the identified the National Occupation Code (NOC).

DUTIES AND RESPONSIBILITIES

- Identify the foundational skills and knowledge required for the targeted occupation/industry
- Customize pre-employment skills development and training model based on unique needs of Calgary region
- Prepare lesson and session plans adhering to and enhancing the training model developed by the project team
- Deliver in class group training for participants
- Provide instructional expertise in English, occupational and essential skills learning
- Provide individual career counselling support to clients
- Assist clients individually in the development and implementation of career action plans and labour market analysis
- Conduct follow up with clients
- Track and report on clients progress
- Ensure participants skills are strengthened in essential skills needed for job placement and/or retention
- Assist with project evaluation and outcome measurement tools
- Participate in project promotion, orientation and client recruitment
- Submit monthly statistical and written reports
- 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

- Post-secondary education in the area of Education, ESL Education for Adults, Communications Studies, Humanities, and/or Social Sciences
- A Career Development professional designation is an asset
- Experienced in a similar role working with clients from varying populations (i.e., racialized populations, immigrant population)
- Experienced in pre-employment and essential skill development knowledge, such as: job search techniques to tap into the hidden job market; resume and cover letter development; and interviewing skills and techniques to prepare clients
- Innovative with the ability to take initiative
- Problem solving and critical thinking skills
- Intermediate skill level in Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Professional, driven, charismatic, reliable, and confident individual who thrives under pressure
- 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 - 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.