



## MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)

The Immigrant Welcome Centre is accepting applications for Language Instruction for Newcomers to Canada (LINC) Instructor.

### Who we are...

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

### The position...

**JOB TITLE:** Part-Time Language Instructor for Newcomers (LINC)

**LOCATION:** Campbell River

**REPORTS TO:** LINC Coordinator

**WORK HOURS:** 9 hours including prep time (Tuesday and Thursday 9 am to 12 pm teaching time).

**TERM:** Part-time, possibility of increasing hours (Contract)

**COMPENSATION:** LINC Wage Range \$39.00 to \$45.00

**POSITION SUMMARY:** The LINC Instructor is responsible for delivering language instruction to Canadian Language Benchmark (CLB) levels of adult learners from diverse backgrounds.

### KEY DUTIES AND RESPONSIBILITIES:

#### Instructor In-Classroom

- Provide direct language support and guidance to students, as per LINC curriculum guidelines
- Design and apply professional, appropriate and innovative lesson plans consistent with best practice teaching methods and the needs of students
- Deliver LINC instruction and orientation information to students
- Plan appropriate activities/field trips/presenters to complement curriculum activities
- Work with learners to identify language needs and goals
- Monitor learners' linguistic and settlement progress through formal and informal assessments
- Review learner portfolios and assign benchmarks
- Ensure compliance with funder requirements and agency policies and protocols
- Ensure high level of student attendance and active participation
- Work with, utilize and guide classroom volunteers

### QUALIFICATIONS:

#### Required

- TESL Professional Certificate and relevant undergraduate degree (e.g. Bachelor of English, Applied Linguistics, Adult Education, Community Development, Social Work) recognized in Canada
- Minimum 2- 3 years' experience teaching LINC, ESL or related experience



- Demonstrated ability to interact effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds
- Excellent verbal and written communication skills
- Strong organization skills
- Computer literacy using e-mail, word processing programs, internet research, Zoom and software for online delivery
- Must have a valid BC driver's license and reliable vehicle. **Occasional Travel between Campbell River and Courtenay is required.**
- Must have a clear vulnerable sector criminal record check

#### **Preferred Skills, Knowledge and Experience**

- Knowledge of Canadian Language Benchmarks and Portfolio Based Language Assessment
- Training and practical application of CLB and PBLA in LINC delivery and assessment
- Competency operating basic instructional equipment, such as printer and Smart Board
- Knowledge of community resources and experience working with volunteers

*This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.*

#### **How to apply...**

Applications must include a **cover letter** and **resume** detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to [parual.babbar@immigrantwelcome.ca](mailto:parual.babbar@immigrantwelcome.ca)

Thank you for your interest in joining our team. Please note that we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!