



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

JOB TITLE: Workplace Culture Instructor

LOCATION: Campbell River and Courtenay

NO OF CANDIATES: 1 or each location

REPORTS TO: LINC Coordinator.

WORK HOURS: 1 Evening per week (4-6 hours per week)

WAGE: \$35.00 TO \$46.85 PER HOUR

LAST UPDATED: January 2026

The Workplace Culture Instructor brings lived experience as a newcomer who has successfully navigated Canadian workplace culture. The role is also open to a person who has worked internationally and has lived experienced outside Canada. The person supports learners by sharing real-world experiences, insights, and practical strategies in a way that feels familiar, relatable, and authentic.

Rather than teaching formal language lessons, the instructor focuses on helping learners understand the *unwritten rules* of Canadian workplaces and feel more confident navigating workplace relationships, expectations, and communication.

Key Responsibilities

- Share lived experience of integrating into Canadian workplaces as a newcomer
- Facilitate conversations about:
 - Workplace expectations and norms
 - Communication styles and cultural differences
 - Teamwork, hierarchy, and professionalism
 - Workplace challenges and how to handle them
- Participate in role-plays and scenario discussions with learners
- Support learners in reflecting on their own workplace experiences
- Help normalize common newcomer challenges in the workplace
- Collaborate with the Workplace Language Instructor
- Create a welcoming, respectful, and supportive learning space

Qualifications & Experience

- Ideally 7 to 10 years of relevant experience as cross-cultural facilitator OR International work Experience.



- Lived experience as a newcomer to Canada with Canadian workplace experience
- Strong understanding of Canadian workplace culture (any sector) ideally as a manager
- Experience teaching, mentoring, supporting, or sharing knowledge with others
- Comfortable speaking in front of groups and facilitating discussion
- English proficiency sufficient to support intermediate learners

Key Skills & Attributes

- Relatable, empathetic communication style
- Strong interpersonal and facilitation skills
- Ability to explain cultural expectations clearly and respectfully
- Collaborative, supportive approach to co-instruction
- Awareness of power, identity, and cultural adjustment issues

Position Details

- **Location:** In person. Preference will be given to candidates residing in Courtenay and Campbell River.
- **Hours:** 1 evening per week (4-6 hours per week)
- **Wage:** \$35.00 to \$46.85 per hour
- **Contract Length:** February 17, 2026 to May 31, 2026
- **Deadline to Apply:** January 30, 2026

Requirement of Employment

- Criminal Record Check.

How to apply:

Applications must include a resume and cover letter 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 by 9:00 a.m. on Friday, January 30, 2026.

This program uses a co-instructor model. The Workplace Language Instructor focuses on language skill development, while the Workplace Culture Instructor provides lived experience and cultural context. Together, they support learners to build confidence, communication skills, and understanding of Canadian workplace culture.