



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

JOB TITLE: Workplace Language Instructor

LOCATION: Courtenay

NO OF CANDIATES: 1

REPORTS TO: LINC Coordinator.

WORK HOURS: 2 Evening per week (8-12 hours per week)

WAGE: \$35.00 TO \$46.85 PER HOUR

LAST UPDATED: January 2026

Role Summary

The Workplace Language Instructor delivers practical English language instruction focused on communication skills needed in Canadian workplaces. This role supports learners to build confidence using English at work through discussion, role-play, guided practice, and real-world scenarios.

The instructor works closely with a Workplace Culture Co-Instructor (Lived Experience Facilitator) to ensure learning is practical, relevant, and connected to authentic workplace experiences.

Key Responsibilities

- Plan and facilitate engaging workplace-focused English lessons
- Teach functional workplace communication skills, including:
 - speaking clearly and appropriately at work
 - listening and responding in workplace situations
 - workplace vocabulary and tone
 - managing conflict in the workplace
 - participating in meetings and conversations
- Support learners through interactive activities such as:
 - role-plays, group discussions, problem-solving tasks, scenario-based practice
- Adapt lessons to learners' real workplace goals and experiences
- Collaborate with the Workplace Culture Co-Instructor to align language learning with lived workplace examples
- Create a supportive, respectful, and inclusive learning environment



- Prepare materials and optional at-home practice activities as needed

Qualifications & Experience

- TESL Canada certification or equivalent
- Relevant undergraduate degree (e.g. Bachelor of English, Applied Linguistics, Adult Education, Community Development, Social Work) recognized in Canada
- Ideally 7-10 years of experience
- Experience teaching adult ESL learners (intermediate level and above preferred)
- Experience teaching workplace or employment-related language is an asset
- Comfortable facilitating discussion-based and interactive lessons

Key Skills & Attributes

- Clear, approachable teaching style
- Strong facilitation and communication skills
- Ability to explain workplace language and norms in accessible ways
- Collaborative and flexible mindset
- Learner-centered and culturally responsive approach
- Self-directed and able to teach with limited supervision

Position Details

- **Location:** In person. Preference will be given to candidates residing in Courtenay.
- **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.