



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 Integrity, Equity, Inclusiveness, Innovation and Leadership.

Empower Immigrant Women. Enrich Canadian Society.

Computer Instructor
Full time position - 37.5 hours per week
Competitive salary and benefits package

The Computer Instructor is responsible for the development and delivery of a computer instruction curriculum designed to increase client's computer skills. The courses will focus on developing specific computer skills at levels that commensurate with participants' abilities.

DUTIES AND RESPONSIBILITIES

- Develop new curriculum & upgrade existing curriculum for computer training
- Prepare lesson and session plans adhering to the curriculum developed
- Facilitate computer classes
- Respond to the learning needs of participants
- Track and report on participant progress
- Assist with project evaluation and outcome measurement tools
- Assist with regular reporting to funders and to the Department Manager
- Manage all record keeping effectively and submit paper work in a timely and efficient manner
- Coordinate with the Program Coordinator to provide feedback on the effectiveness of the computer instruction
- When necessary, consult with the Program Coordinator and Department Manager on issues related to the program/participants
- Facilitate the receptionist training program
- Provide regular and accurate data entry of client information
- Attend and participate in CIWA events
- Other duties as assigned by the Department Manager

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, IT, Math Sciences, Computer Science
- Experience teaching software applications
- Experience with and/or sound knowledge of curriculum development considered an asset
- Understanding of outcome measurement tools
- Computer literacy and strong communication skills
- Experience working with immigrants dealing with language barriers

- Appreciation and knowledge of cultural diversity/experience working with an immigrant population
- Strong team work skills
- Flexible and highly adaptive in instructional style
- 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.