



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.

Language Training and Childcare Department Manager
Full Time Position, 37.5 hours per week
Competitive salary and benefits package

SUMMARY OF POSITION

This position is responsible for the management of the Language Training and Childcare Department and the development and delivery of the programs and services. Department Manager attends to issues and challenges arising on a daily basis that requires leadership and decision-making. The manager of this department is responsible for anticipating and planning for changes needed in programs and services and for working collaboratively with the rest of the SMT on effective and coordinated leadership at CIWA.

DUTIES AND RESPONSIBILITIES

- Daily supervision of all programs and services provided through the Language Training and Childcare Department
- Implementation of all aspects of the program objectives and proposals within the given framework, timelines, budget and mandate
- Providing leadership in planning for future needs in new programs and services within the department
- Leadership as a servant leader in creating the "big picture" of CIWA and organizational changes that will improve the delivery of programs and services to clients
- Promotion of outreach to the community of the program services, thereby increasing public awareness between the community, the agency, and women's groups regarding programs
- Regularly monitoring of program logic models/workplans to ensure program outcomes are in line with contracts
- Preparation of application renewals for existing programs in the department
- Timely delivery of all program staff monthly reports with outcome measurement information for their programs
- Regular submission and timely reporting for all department programs
- Coordination of monthly statistics and timesheets for all staff in a timely manner
- Approval of purchases for all programs and services for the department
- Recruitment, training and evaluation of staff for all of the department's programs and services
- Maintenance of staffing requirements for all programs and services and best practices
- Ensuring that all staff in the department are aligned with and act in accordance with CIWA values
- Full collaboration with other department managers, director of programs and the leadership team to manage organizational change as well as day-to-day operations
- Collaboration with other department managers to collectively achieve consistency of practice, culture and exemplary leadership throughout all CIWA departments
- Active support of all agency initiatives
- Full participation on CIWA committees
- Full participation in Stakeholders Committees (external committees)

- Clear communication with the leadership team about replacement in case of absences
 - a. Ensuring that another department manager is taking over managerial duties in their absence
 - b. Ensuring that a department staff (middle management member) is taking over responsibilities for day to day operations of the department in their absence
- Other duties as assigned by the Director of Programs

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
- Conduct business according to highest levels of confidentiality and privacy laws
- Ensure honest, open and accurate communication
- Keep all team members up to date about relevant information
- Encourage a culture of team conversation and team trust in relationship with peers
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- A minimum of three years' management experience in a non-profit setting is required
- Previous related experience in language training and childcare services for new immigrants
- Degree/diploma in education with specialization in TESL, TESOL, adult literacy, or adult education is required
- Experience in teaching, curriculum design and language assessment
- Experience working with immigrants dealing with language barriers and other barriers that impact learning
- Knowledge and experience in the creation and development of assessment/ data collection tools and logic models
- Proven ability to write complex reports and proposals
- Strong research skills
- Effective interpersonal communication and writing skills
- Strong computer skills
- Strong organizational and teamwork skills and a collaborative approach to problem-solving and decision-making
- Appreciation and knowledge of cultural diversity
- Second language is an asset

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:

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check

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.