



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.

Facilitator – Pebbles in the Sand Program

Casual on-call hours

Competitive salary

The Pebbles in the Sand Facilitator is accountable to the Department Manager and is responsible for efficient and effective implementation of the Pebbles in the Sand Program including preparation and delivery of classes, participant outcome reporting, data entry and general, day-to-day information/record keeping as pertains to their classes.

DUTIES AND RESPONSIBILITIES

- Provide instructional expertise as a member of Pebbles in the Sand's facilitation team
- Develop resource archives/inventory for the Pebbles in the Sand program
- Participate in planning meetings and lesson development training
- Attend professional development workshops
- Develop new and innovative methods of lesson delivery based on the Pebbles in the Sand methodology
- Train volunteers, and practicum students.
- Provide referral agencies with timely and accurate updates on classroom and childcare seat availability.
- Provide outreach services for the program as directed by the Department Manager
- Assist Pebbles in the Sand participants in accessing information on and entering into mainstream programs and services
- Maintain an efficient student records system to track hours and benchmark outcomes for CIWA's Pebbles in the Sand participants.
- Implement end of session evaluations for participants and for the program
- Prepare and manage the completion of all necessary participant forms including participant intakes, number of hours, benchmarks achieved and transitioning.
- Manage CIWA's internal database for Pebbles in the Sand as it pertains to your classes
- Provide monthly and end of session statistical and narrative reports on classes
- Provide timely travel sheets, expense forms and timesheets.
- Attend and participate in CIWA events
- Other duties as assigned by Program Manager including requests for additional paid hours on a temporary basis when needed

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, (ESL) Education for Adults, Social Sciences, Humanities or Communications Studies
- Member of ATESL an asset
- Experience in an ESL Classroom environment and Canadian classroom environments
- Experience and understanding of the needs of literacy and ESL students facing multiple-language barriers
- Knowledge of Canadian language benchmarks
- Strong social research and data collecting skills
- Experience with and/or sound knowledge of curriculum development
- Experience with and/or knowledge of focus group moderation
- Understanding of outcome measurements tools
- Proven experienced in proposal/report writing
- Computer literacy and strong communication skills including writing skill
- Experience working with immigrants dealing with language barriers
- Appreciations and knowable of cultural diversity/experience working with an immigrant population
- Strong team work skill
- 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.