

**Program Instructor - Professional Bridging Programs**  
**Full time - 37.5 hours per week**  
**Competitive salary and benefits package**

**SUMMARY OF POSITION**

The Program Instructor is responsible for assisting the Program Coordinator in executing key components of the program. The Program Instructor is responsible for updating and delivering a curriculum to ongoing intakes of the programs.

**DUTIES AND RESPONSIBILITIES**

- Prepare lesson and session plans adhering to and enhancing the curriculum developed by the program team
- Implement lesson plans and activities and provide daily classroom instruction
- Develop and update program curriculum based on clients' specific learning needs
- Provide instructional expertise in English, skills for success, and occupational learning
- Provide instructional expertise in software applications and Microsoft Office
- Assist with program evaluation and outcome measurement tools
- Provide one-on-one support for clients when needed
- Organize guest speakers, special presentations and field trips
- Track and report on participant progress
- Assist with program evaluation and outcome measurement tools
- Participate in program promotion, orientation and client recruitment
- Assist Program Coordinator with client selection and assessment
- Assist with career counselling and job search support as required
- Assist with regular reporting to funders and to the department manager
- Research pertinent information in labour market trends and job related resources
- Provide coverage for team members during vacation
- Link program graduates to the agency Alumni Network
- When necessary, consult with the Program Coordinator and Department Manager on issues related to the program/participants
- Attend and participate in CIWA events
- Other duties as assigned by the Department 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, Communications Studies, Humanities, and/or Social Sciences
- Certificate in TESL or equivalent
- Experience in an ESL classroom environment
- Knowledge and experience in career development/career counselling
- Knowledge of the Canadian language benchmarks
- Experience with and/or sound knowledge of curriculum development considered an asset
- Computer literacy and strong communication skills including writing 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 - 4<sup>th</sup> 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.*