



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.

Project Instructor- Community Development - Immigrant Women's Business Circles Part time - 24 hours per week

SUMMARY OF POSITION

The Project Instructor is responsible for assisting the Project Coordinator in executing key components of the project and delivery of training designed to increase participants' Canadian business and essential skills and launch of businesses. Training will be provided to business circles across Alberta. Training will focus on business plan building and peer support models of collective savings and loans. Topics of instruction include, but are not limited to: business readiness and skill development, market research, business communication, finance including micro loans, essential skill development including digital skills, business registration and permits.

DUTIES AND RESPONSIBILITIES

- Create and implement lesson plans and activities and provide virtual or hybrid classroom instruction
- Provide instructional expertise in business planning and development as per a collective support model
- Provide instructional expertise in software applications
- Support the development of the business plans including a marketing strategy for each business circle
- Support and develop circle leaders
- Prepare a curriculum and associated lessons
- Modify project curriculum based on clients' specific learning needs
- Assist with program evaluation and outcome measurement tools
- Provide one-on-one support for clients when needed
- Track and report on participant progress
- Participate in project promotion, orientation, and client recruitment
- Assist Project Coordinator with client selection and assessment
- Assist with business counselling and development of peer support as required
- Assist with regular reporting to funders and to the department manager
- Research pertinent information on market trends and business-related resources
- When necessary, consult with the Project 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
- Availability to work in the evening

QUALIFICATIONS

- Post-secondary education in the area of Business Administration or Community Development
- Knowledge and experience in teaching 1) Canadian business development and 2) models of collective savings and loans/microfinance
- Experience in an ESL classroom environment is preferred or experience working with immigrants dealing with language barriers
- Computer literacy including the ability to teach MS Excel and strong communication skills including writing skills
- Experience with and/or sound knowledge of curriculum development is considered an asset
- Strong teamwork skills and the ability to work with multiple locations, platforms, and virtual environments
- 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.