



*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/Career Counsellor– Contract Work: Finding Your Way Project**

**Full time - 37.5 hours per week**

**Competitive salary and benefits package**

### **SUMMARY OF POSITION**

The Project Instructor/Career Counsellor is responsible for assisting the Project Coordinator in executing key components of the program and delivery of a course designed to increase participants' workplace and job search skills. The course will focus on employability skill building as well as the enhancement of professional English language skills and how to embrace and thrive in the new economy. Topics of instruction include but are not limited to workplace communication, business ethics, career, and occupational decision making, and the gig economy (contracting/freelancing, temporary and online work). The course also covers managing taxes, digital skill building, networking, and job search techniques.

### **DUTIES AND RESPONSIBILITIES**

- Prepare the lesson and session plans adhering to and enhancing the curriculum developed by the project team
- Implement lesson plans and activities and provide daily classroom instruction
- Develop and update project curriculum based on clients' specific learning needs
- Provide instructional expertise in English, occupational and essential skills learning
- Provide instructional expertise in software applications: MS Office Suite, Outlook, Excel, blog creation
- Provide instructional expertise in the gig economy, its characteristics, and start-up
- Track and report on participant progress
- Assist clients individually in the development and implementation of career/business action plans and labour market analysis
- Provide one-on-one support to clients and internal and external referrals
- Ensure client skills are strengthened in résumé and cover letter preparation, conduct of job interviews, hidden job market access, job search techniques, and strategies
- Assist with project evaluation and outcome measurement tools
- Participate in project promotion, orientation, and client recruitment
- Assist with client selection and assessment
- 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 include requests for additional paid hours temporarily 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
- Experience in an ESL classroom environment
- Experience in digital technology instruction
- Knowledge and experience in career development/career counseling
- Understand the nature and experience of gig work in Canada: independent contractors, contract firm workers, on-call workers, temporary/seasonal workers, online platform workers
- Experience with and/or sound knowledge of curriculum development is considered an asset
- 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 teamwork 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](mailto: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.*