

<b>Job title</b>	<i>Assistant Coordinator</i>
<b>Program</b>	<i>Language Instruction for Newcomers to Canada (LINC) Program</i>
<b>Department</b>	<i>Language Programs</i>
<b>Reports to</b>	<i>Language Program Manager</i>

### Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work (certified!).

### Who YOU are?

As the LINC assistant coordinator, you are an integral part of the SIA team and bring your passion for supporting newcomers to Saskatchewan and will be responsible for supporting the LINC team in achieving all program objectives. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

### What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

### How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working mostly in the office but some of the time from home through several virtual means such as Zoom and Microsoft Suite.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

## **Job Purpose**

This position is responsible for working with and assisting the Language Program Manager (LPM) in order to achieve program objectives. The Assistant Coordinator is primarily accountable in ensuring accurate data and file management, student enrollment, correspondence, assistance with reporting requirements and CNC operations.

## **Position Details**

### **Hours**

Full time 37.5hrs/wk

### **Wage**

\$24 - \$26.50/hr

### **Contract Length**

January 24, 2022 – December 31, 2022

### **Deadline to Apply**

January 13, 2022

## **Duties and Responsibilities**

### **Program Coordination & Support**

- Liaise with Program Support Worker (PSW) to maintain a waitlist and class placement of participants and contact them when class space becomes available
- Prepare and submit LINC certificates to the administration
- Work closely with Lead Coordinators to maintain an inventory of Program Equipment, Resources and Language Companions
- Coordinate and maintain the hardware and software resources for the LINC Program
- Train and supervise work experience, practicum students, volunteers or other staff working on the general LINC office and/or classroom help
- Provide general administrative support to the LINC and CNC team as needed.
- Assist with program promotion and advertisement in the community when needed
- Work closely with Lead Coordinators to prepare, process and maintain a monthly record of the requests for the issuance of exit, transfer and enrollment letters.
- Work closely with Lead Coordinators to upload the developed curriculum and any other required documents on Moodle
- Establish and maintain a respectful and professional relationship with program staff and participants
- Assist LPM with Program's reports and bi-annually survey to measure project's outcome and clients' satisfaction
- Fulfill other duties as assigned, including providing back up support to the Front Desk
- Assist the LPM with additional duties related to support for instructors and program as requested

### **Program Administration**

- Maintain accurate EAL and CNC database and file management systems to track of current and future LINC students, class enrollment, CNC enrollment
- Conduct statistical reports required by the funders and partner agencies
- Administer an online learning management system (Moodle) for participants and EAL Instructors by synchronizing the users' data with their personal Moodle accounts including the activation of individual accounts, insertion of necessary tabs with reference to the clients' academic needs

- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Support the LPM with writing narrative and activity reports for the program before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to the LPM, management and the Bookkeeper
- Purchase, receive, and distribute program resources and materials ensuring that program needs are always met
- Update flyers and other information on EAL programs; send updated information to LARC and other community agencies and ensure website/social media has most up to date information
- Maintain proper filing of client information that is in compliance with confidentiality requirements

### **Agency Related Duties**

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

## **Qualifications**

### **Education**

- An undergraduate degree (not restricted to, but preferably) in the areas of Education or the Humanities with a background in one or more of the following areas: English Language Arts, Social Sciences, Political Studies, Fine Arts, International studies, or Psychology
- TESL Certification is not required but would be considered an asset

### **Experience**

- One year of experience assistant coordinating in the non-profit and/or settlement sectors
- Some experience teaching English as a subsequent language is an asset
- An equivalent combination of education and work-related experience will be considered

### **Knowledge, Skills and Abilities**

- Skilled at coordinating/teaching programming for visible minorities and EAL learners
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
- Extensive knowledge of English language skills training and resources
- Some understanding of the Canadian Language Benchmarks (CLB) and Portfolio Based Language Assessments (PBLA)
- Ability to work well with other program staff in order to meet program outcomes
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member

- Ability to multi-task and complete work with limited supervision

### **Requirement of Employment**

- Clear criminal record check
- Holding a valid Class 5 driver's license
- Access to reliable vehicle
- Proof of COVID vaccinations

### **Direct Reports**

None

### **How to apply**

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to [jobs@saskintercultural.org](mailto:jobs@saskintercultural.org)

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you.  
All the best!