

Job Title	<i>Instructor</i>
Programs	<i>Stage 1 and 2 English Program – Online</i>
Departments	<i>Language</i>
Reports to	<i>Language Programs 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 extremely passionate about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As a Stage 1 and 2 Online Instructor, you are an integral part of the SIA team and bring your passion for teaching. You will create safe and engaging environments through virtual platforms where Newcomers can learn the English language and cover topics that provide information on employment, culture, and local resources that make integration easier. 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 your clients.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities and we are utilizing all kinds of alternative methods in delivering our programming. SIA is a supportive and flexible employer that works with you to make sure you have the best environment to do your work. This position serves Saskatoon and surrounding area so there will be online and in person requirements.

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 creating and delivering lessons for the Stage 1 & 2 Online Program participants. This position must be able to relate to participants' needs and tailor classroom activities around them. This employee must provide timely information to the Program Coordinator in order to manage participant attendance and outcomes for this program.

Position Details

Hours of Instruction for each Position

When applying, indicate which class/classes you are applying for.

Class 1

Tuesday, Wednesday, and Thursday mornings – 7.5 hours of instruction (2.5 each morning) and 5.25 hours of flexible prep time per week with a total of 12.75 hours per week

Class 2

Tuesday and Thursday evenings – 6.0 hours of instruction (3.0 each evening) and 4.2 hours of flexible prep time per week with a total of 10.2 hours per week

Class 3

Saturdays during the day – 5.0 hours of instruction and 3.5 hours of flexible prep time per week with a total of 8.5 hours per week

Wage

\$29.00 to \$31.27 depending on experience and qualifications

Contract Length

April 13, 2026 – December 31, 2026 (with possibility of continuing)

Deadline to Apply

April 10, 2026

Duties and Responsibilities

- Design and deliver lessons at an appropriate CLB level for the adult participants in the program.
- Create lesson plans based on the Stage 1 & 2 Program curriculum.
- Deliver instruction across all language skills (listening, speaking, reading, and writing) using CLB-aligned, learner-centred approaches that support communication in everyday and community contexts.
- Integrate real-world language tasks and employment-related contexts whenever possible to support learners' practical communication needs and readiness for participation in the workplace and community.
- Use effective online instructional strategies to deliver engaging, interactive language instruction, including facilitation of discussions, small-group activities, and skill-building tasks in a virtual learning environment.
- Implement all aspects of Portfolio Based Language Assessment (PBLA) and maintain monthly evidence of advancement as well as all other student related information.
- Advise the Program Coordinator of participants' attendance and progress and recommend any changes in CLB level.
- Communicate feedback to participants in an appropriate and sensitive manner.
- Keep records and submit reports as required.
- Collaborate with internal teams and welcome guest presenters from settlement and support services to complement classroom instruction and enhance learners' integration and understanding of life in Saskatchewan.

- Work in collaboration with the Program Coordinator to ensure that the individual needs of participants are met, including making referrals to other support services and settlement agencies as deemed appropriate.

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology.
- Recognized TESL certification an asset.

Experience

- At least 1 year of experience teaching English as a subsequent language.
- Some experience teaching employment skills training is an asset.

Knowledge, Skills and Abilities

- Knowledge of settlement issues and familiarity with educational resources for immigrants
- Skilled at teaching EAL curriculum and developing lesson plans.
- Knowledge of the Saskatchewan labour market and employment landscape, including job trends, in-demand occupations, and informal hiring pathways.
- Knowledge of fundamentals digital literacy skills in the workplace.
- Ability to work effectively in a culturally diverse environment.
- Strong organizational and interpersonal skills.
- Excellent written and verbal communication skills.
- Ability to multi-task and meet deadlines.
- Must be self-directed and able to teach with limited support or supervision.

Requirement of Employment

- Clear criminal record check

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

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

All the best!