



MULTICULTURAL & IMMIGRANT SERVICES ASSOCIATION OF NORTH VANCOUVER ISLAND (MISA)

The Immigrant Welcome Centre is currently accepting applications for a part-time (17 hours/week) Language Instruction for Newcomers to Canada (LINC) Instructor.

Who we are...

The Immigrant Welcome Centre specializes in immigration and support services to newcomers who are settling in Campbell River, Comox Valley, and the North Island. Also known as the Multicultural and Immigrant Services Association of North Vancouver Island (MISA), we are a registered non-profit organization established in Campbell River in 1992.

As an award-winning organization, The Immigrant Welcome Centre is a respected leader in immigrant services and an active proponent for the sector. By fostering strategic partnerships and working to create welcoming, inclusive communities that attract and retain newcomers, we are an effective business partner in the communities we serve.

Who you are...

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of students and are client centered e.g. class scheduling.
- You are welcoming to newcomers and engage them through interactive classroom activities
- You have an energetic and positive approach to your work.
- You have strong computer and documentation skills.
- You are self-directed and have excellent organizational and critical thinking skills.
- You genuinely enjoy building and maintaining collaborative relationships at all levels.
- You are excited about working collaboratively to achieve results with focus and flexibility.



JOB TITLE: Language Instruction for Newcomers to Canada (LINC) Instructor

LOCATION: Courtenay

REPORTS TO: LINC Coordinator & Instructor (Lead Teacher)

WORK HOURS: 17 hours per week, 43 weeks per year, with a 9-week temporary layoff in the Summer.

COMPENSATION:

Based on MISA Wage Grid, (LINC) Level 5, \$27.89-\$32.75

POSITION SUMMARY: The LINC Instructor is responsible for delivering language instruction to multi Canadian Language Benchmark (CLB) levels of adult learners from diverse backgrounds.

CORE COMPETENCIES:

- Initiative
- Empowering Others
- Personal Credibility
- Developing Others
- Results Orientation

KEY DUTIES AND RESPONSIBILITIES:

In-Classroom

- Provide direct language support and guidance to students, as per LINC curriculum guidelines
- Design and apply professional, appropriate and innovative lesson plans consistent with best practice teaching methods and the needs of students
- Offer flexible schedule based on student needs/availability
- Offer flexible instructional delivery based on student needs (ie. face to face, online, hybrid and blended)
- Support student orientation
- Plan appropriate activities/field trips/presenters to complement curriculum activities
- Work with learners to identify language needs and goals
- Monitor learners' linguistic and settlement progress through formal and informal assessments
- Implement Portfolio Based Language Assessment (PBLA) in the classroom as directed by lead teacher
- Provide feedback, PBLA assessments, reports and certificates
- Review learner portfolios and assign benchmarks



- Keep and manage class attendance records
- Complete annual self-assessment
- Ensure compliance with funder requirements and agency policies and protocols
- Assist in developing methodology and tools to effectively support student success
- Ensure high level of student attendance and active participation
- Work with, utilize and guide classroom volunteers
- Provide direct support to students regarding online learning

Other Responsibilities:

- Participate in staff meetings, activities and attend other meetings as requested
- Attend special LINC events and celebrations, representing MISA
- Participate in training opportunities to stay current in LINC instruction and on issues impacting MISA's clients
- Promote LINC program and MISA in the community

QUALIFICATIONS:

Required

- TESL Professional Certificate and relevant undergraduate degree (e.g. Bachelor of English, Applied Linguistics, Adult Education, Community Development, Social Work) recognized in Canada
- Minimum 2 years experience teaching LINC, ESL or related experience
- Demonstrated ability to interact effectively and courteously with students, staff and the public who may come from differing cultural and linguistic backgrounds
- Excellent verbal and written communication skills
- Strong organization skills
- Computer literacy using e-mail, word processing programs, internet research, Zoom and software for online delivery
- Ability to set and maintain boundaries with students and staff and manage self-care
- Must have a valid BC driver's license and reliable vehicle.
- Must have a satisfactory vulnerable sector criminal record check

Preferred Skills, Knowledge and Experience

- Knowledge of CLB and PBLA
- Training and practical application of CLB and PBLA in the area of LINC delivery and assessment
- Competency operating basic instructional equipment, such as printer and Smart Board
- Knowledge of community resources and experience working with volunteers



How to apply...

Applications must include a **cover letter** and **resume** detailing how you meet the requirements of this position and why you want to join the Immigrant Welcome Centre team. Incomplete applications will not be accepted.

Please submit applications to deborah.hall@immigrantwelcome.ca by 5:00 p.m. on Thursday, August 17.

Thank you for your interest in joining our team. Please note we do not accept phone calls and only those candidates that are chosen to move on in the hiring process will be contacted. Good Luck!

This position description is meant to be thorough, but it is not exhaustive. Therefore, other duties and responsibilities will be assigned from time to time. Additionally, it will be required, at times, to work outside normal working hours and / or outside the organization's facilities depending on the schedule of workshops, activities and events.

