

Job Posting

Position Title:	Linguistic Equity Learning Lab Coordinator
Department:	Community Innovation
Reports to:	Special Projects Manager, Community Innovation
Contract Dates:	November 2021 – March 2022 (renewal subject to funding)

Summary

The Linguistic Equity Learning Lab Coordinator will work under the direction of the Special Projects Manager, Community Innovation, to develop and test how decolonized & anti-racist teaching approaches increase immigrant English language skills & their confidence to use them through English language learning curriculum, tools & resources.

Key Responsibilities

- Develop, design, test and instruct innovative English language learning curriculum, evaluation plans, tools and resources, intake and classroom protocols, and student progress documentation centering decolonized & anti-oppressive practices that are suitable for both blended and classroom delivery
- Conducts research specific to ESL curricula, resources and delivery models based on decolonized & equity-based anti-racism pedagogies
- Works collaboratively with the Special Projects Manager, Community Innovation to conduct additional, project related research, facilitate committees and advisory teams and write reports and recommendations as required
- Work with an evaluation consultant to support the design, implementation and assessment of activity evaluation & feedback tools; synthesize data to produce reports and information resources / fact sheets
- Coordinate, host and facilitate targeted community engagement activities including dialogues and surveys utilizing a range of interactive virtual (and potentially in-person) tools & approaches
- Work collaboratively with the Special Projects Manager, Community Innovation on the creation of an educational video for documentation of the pilot project and distribution to other English language learning organizations across the country
- Ensure the project is guided through a multi-sectoral, anti-oppression lens and centres decolonized approaches
- Direct Client Service: Provide direct settlement services and referrals to clients as needed, paying special attention to clients expressing distress and trauma.
- Contribute to a positive, supportive and student-focused team environment ensuring high performance, respect, trust, collaboration and innovation.

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Contributes to a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts a culture of accountability; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement.
- **Engagement.** Shows passion for the job engages people in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are met on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns delivery with the strategic directions of Impact North Shore.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet objectives.

Qualifications:

- Related University Degree, TESL or equivalent
- Experience in teaching the LINC program, including experience in outcomes-based education
- Experience in the design of adult education English language curriculum, learning outcomes and PBLA
- Experience with adult education philosophy, including respect for the work and life experience, brought to the classroom by the adult learner
- Understanding of current language training models, trends, challenges and opportunities
- Knowledge of and experience in the application of relevant sector standards, legislation, and approval bodies and their scope
- Knowledge of evaluation concepts and methods
- Highly developed writing, editing, presenting and facilitating skills
- High level of critical and logical thinking, and research and analysis skill
- Experience working with individuals from diverse cultural backgrounds
- Excellent teamwork, interpersonal and networking skills
- Ability to develop and maintain positive relationships among diverse stakeholders
- Ability to identify barriers to access to promote equity and inclusion for a diverse student population
- Proven record of meeting contract deliverables and reporting
- Strong writing and verbal communication skills
- Able to function in a fast-paced environment, and remain calm during periods of

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high demand.

- Good organizational ability, attention-to-detail skills, excellent communication and computer skills.
- Excellent knowledge of Outlook, Microsoft Office Suite, Teams, Zoom, Moodle, and ability to learn and adapt to new technologies as needed
- Demonstrated ability to take initiative, step outside of your comfort zone and embrace learning through action.
- Familiarity of and/or lived experience of diversity, as it relates to the im/migrant settlement experience, is considered a strong asset
- Ability to speak multiple languages is considered an asset, but not required

We strongly encourage applications from IBPOC, LGBTQ2S+ people, im/migrants and newcomers, and other underrepresented communities.

Additional Information

Hours: 28 - 35 hours / week

Salary Range: \$29 - 33 per hour depending on experience

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Posted until filled. Resumes reviewed upon submission.

Email cover letter and resume to: hr@impactnorthshore.ca

Reference in Subject Line: **Linguistic Equity Learning Lab Coordinator**

Impact North Shore, formerly North Shore Multicultural Society, is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.