

**INTERNAL & EXTERNAL JOB POSTING**

**Digital Navigator Language Services (2 positions)**

**Short-term contract to end March, 2022**

ISANS is seeking 2 full-time **Digital Navigators, Language Services** to help coordinate online language class activities and provide educational technology support to LS staff and clients. Reporting to the Supervisor and Manager, Language Services, these positions will be responsible for:

- Coordinating, administering and leading onsite orientations for new clients
- Providing onsite and virtual support to individual clients from Literacy to CLB 8 in accessing online course delivery, including monitoring and responding to requests in the LS online email account
- Planning and delivering online PD and training for instructors with support from head instructors
- Providing support to instructors in the use of learning platforms and programs
- Staying current with new trends and researching best practices for online language delivery
- Developing processes and policies for online language delivery within specified program areas
- Curating instructors' online pages and assisting supervisors and head instructors in ensuring quality control of online resources
- Working on projects to support and advance online learning in consultation with relevant stakeholders

**Qualifications, Skills and Experience:**

**Education:**

- Bachelors Degree or equivalent combination of education and experience will be accepted
- Recognized TESL qualification
- Completion of the CLB Bootcamp online training (<http://learn.language.ca/>)

**Experience:**

- 2 years' experience in a similar position teaching adults
- Experience working in a cross-cultural environment; delivering direct service to immigrants preferred
- Experience working with CLB and Portfolio Based Language Assessment (PBLA)
- Experience in online teaching
- Experience in EAL curriculum development an asset

**Knowledge:**

- Understanding and knowledge of adult education principles
- Understanding and knowledge of 21<sup>st</sup> Century learning principles
- Understanding and knowledge of learning management systems and educational technology

**Skills:**

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Proficient with MS Office applications
- Additional languages an asset

**Terms of Employment**

- Short-term contract to March 31<sup>st</sup>, 2022
- Full-time, 35 hours per week
- During the COVID-19 pandemic, your work location may be at ISANS' office or at home. Work location will be determined by operational requirements, public health recommendations, and government requirements.

**Commencement Date:** ASAP

**Closing Date:** Tuesday, January 25, 2022- 4.00pm

**To apply:** Please e-mail your resume and cover letter merged into one document to [careers@isans.ca](mailto:careers@isans.ca), stating the title of the position you are applying for in the subject line.

Please note that ISANS requires Proof of Vaccination (POV), or an approved exemption, from all its employees in order to be part of the organization. If you need to request an exemption, it must be based on human rights grounds.

ISANS is dedicated to inclusiveness, equity, and accessibility. We are seeking talented individuals to join our team and welcome applications from all diverse groups. We encourage applicants to self-identify in their cover letter and request any accommodation required to support them during the recruitment process.

Only those eligible to work in Canada will be considered for this position.

**We wish to thank all applicants for their interest and effort in applying for this position.  
However, only candidates selected for interviews will be contacted.**