

INTERNAL & EXTERNAL JOB POSTING

Computer Instructor

Short-term contract to end March 2023

ISANS is seeking a full-time **Computer Instructor** to provide ISANS clients with computer training to enhance their skills and empower them with the tools to prepare them to integrate into the community and labour market. Reporting to the Supervisor & Manager, Employment & Bridging, the Computer Instructor will be responsible for:

- Providing Computer-assisted Language Learning (CALL) to ISANS clients who are attending Community Language Program classes
- Providing computer training and support to clients in Labour Market Language classes
- Developing and delivering Basic Computer; beginner and intermediate levels of programs such as MS Word 2007, MS Excel, and MS PowerPoint
- Providing computer instruction to ISANS clients on an individualized learning basis, when needed
- Be available for assistance whenever the lab is in operation and ensure that each computer lab user is engaged in an effective learning experience
- Assisting clients to identify learning goals and formulate learning plans
- Provide orientation to computer use, including keyboarding, emailing, use of internet
- Schedule computer trainings and advertise, as necessary
- Receive referrals and register clients for computer training
- Identifying appropriate learning materials for clients and revise or develop materials, when necessary
- Participating in the recruitment, training and supervision of volunteers for the computer lab
- Planning, organizing and conducting specialized computer workshops on a variety of topics
- Developing a scheme for evaluating client progress in the acquisition of computer skills
- Maintaining careful records of client use of the computer lab and reporting to the Manager on a monthly basis
- Keeping up-to-date on computer training opportunities and resources, and ensuring that this information is readily available to clients
- Monitoring and maintaining (on a day to day basis) the hardware, software and learning materials housed in the computer lab, as well as taking responsibility for the upkeep of the facility

The ideal candidate for this position will have the following:

Education:

- Bachelors Degree or
- Equivalent combination of education and experience will be accepted
- Recognized TESL qualification an asset
- Adult Education/training certificate/diploma an asset

Experience:

- 2 years experience in a similar position teaching adults
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience working with Canadian Language Benchmarks
- Experience in EAL curriculum development an asset

Knowledge:

- Understanding and knowledge of adult education principles
- Advanced knowledge and experience of Microsoft Office Suite (Word, Excel, Outlook and PowerPoint)
- Advanced knowledge and experience of Microsoft Operating System (Windows 7 and Windows XP)
- Advanced knowledge and experience of AutoCAD and Simply Accounting an asset
- Knowledge of how to solve common computer problems and answer computer-related questions on demand

Skills:

- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Additional languages an asset

ISANS Core Competencies**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

Terms of Employment:

- Short-term contract to March 31st, 2023
- 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 December 6– 4 p.m.

To apply: Please e-mail your resume and cover letter merged into one document to careers@isans.ca, stating the title of the position you are applying for in the subject line. Employee referrals are encouraged.

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.**