

INTERNAL AND EXTERNAL JOB POSTING

Coordinator, EAL Volunteer Tutor Program

ISANS is seeking a part-time Coordinator, EAL Volunteer Tutor to support and coordinate the day-to-day delivery of the EAL Volunteer Tutor & Conversation Circle program. Reporting to the Supervisor of Community Programs and Manager, Community Integration Services, this position is responsible for:

Key Responsibilities:

- Coordinate & Support Conversation Circles Program and EAL Tutoring Program
- Schedule sessions, prepare/adapt materials, facilitate and ensure circles run smoothly (in person & online)
- Support Volunteer Tutors and learners
- Organize short orientations and resource handouts
- Interview prospective learners, explain alternative ESL supports, manage wait lists, and match clients to tutors or circles based on location, availability, English level, and goals
- Reporting data in client database (NewOrg)
- Ensuring that the appropriate databases kept current (including current matches)
- Enter attendance and session notes promptly; generate monthly statistics; keep paper/electronic files audit ready
- Collect learner/volunteer feedback, track milestones, and recommend enhancements to resources, schedules, or training
- Promote the program through brief presentations, social media posts, and community contacts to attract new volunteers

General responsibilities:

- Reviewing and adhering to ISANS workplace health and safety policies; safety is everyone's responsibility
- Recording all relevant client information on databases in a consistent and timely manner as appropriate to the position
- Attending regular Staff Meetings and Team meetings
- Attending training and development opportunities as appropriate
- Attending and providing support at ISANS events
- Performing other duties as required

The ideal candidate for this position will have the following:

Education:

- TESL Canada (or equivalent) certification and/or post-secondary education in a related field.
- Adult Education/training certificate/diploma an asset
- Volunteer Management Certificate an asset

Experience:

- 2 years' experience in a similar position
- Experience working in a cross-cultural environment; experience delivering direct service to immigrants preferred
- Experience developing, implementing and evaluating programs or projects
- Experience delivering service face to face and/or online
- Experience with networking and outreach
- Experience in group facilitation
- Experience delivering presentations

Knowledge:

- Adult education principles

Skills:

- Excellent communication and facilitation skills
- Group facilitation and presentations
- Strong written and verbal English communication skills
- Ability to work independently and as part of a team
- Strong time management and organization skills
- Proficient with MS Office applications
- 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:

- Fixed-term contract to September 31, 2028
- Part-time 28 hours per week
- Hybrid work environment: work location will be determined by operational requirements, prioritizing ISANS mission and clients to determine the right balance of in-person and virtual work.
- Some evening work maybe required

Commencement Date: asap

Closing Date: Friday December 19th, 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.

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.**