



## Job Posting

Date Posted: **July 6, 2017**  
Job Title: **Assistant Manager**  
Job Number: **1761**  
Department: **Language Training and Literacy Programs**  
Classification: **Exempt**  
Position Type: **Regular Full Time (35 hours/week)**  
Salary Range: **\$25-\$30 per hour** (plus comprehensive benefits package and defined pension plan (MPP))  
Start Date: **ASAP**  
End Date: **March 31, 2018**  
Reports to: **Manager of Language Training and Literacy Programs**

DIVERSEcity Community Resources Society is a recognized leader in providing services to the immigrant and refugee populations. We are currently seeking applications from qualified candidates for the position of Assistant Manager of Language Training and Literacy Programs.

The Language Training and Literacy Programs department is comprised of morning, afternoon and evening LINC classes for adult students as well as a child minding program.

The Assistant Manager is responsible for the effective and efficient delivery and administration of the LINC program. Primary responsibilities include managing the day-to-day operations of the program, staff supervision, financial management, identifying emerging needs, assisting in the preparation of proposals and grant applications, ensuring contract deliverables are met, and participating in short term and long range program and organizational planning.

Additionally, qualified candidates will possess:

A university degree in social science and/or combination of relevant post-secondary training and experience; TESL Certificate and experience in teaching ESL; strong working knowledge of PBLA (Portfolio-Based Language Assessment) and Canadian Language Benchmarks (CLB's) is essential. Candidates should have a minimum 3 years' experience in program management or supervisory position or equivalent skills and training; minimum 3 years' experience working in a community based non-profit society; advanced level of cross-cultural competency, knowledge of immigrant communities and settlement issues; strong organizational, time management and delegation skills;

You may be required to work from any of DIVERSEcity Community Resources Society's different locations. You must be available to work some evenings and weekends.

Qualified candidates should respond by email by **2:00 pm on Friday, July 28, 2017** to:

Tahzeem Kassam, Chief Operating Officer  
DIVERSEcity Community Resources Society  
13455 76<sup>th</sup> Avenue, Surrey, BC V3W 2W3  
e-mail: [tkassam@dcrs.ca](mailto:tkassam@dcrs.ca)  
website: [www.dcrs.ca](http://www.dcrs.ca)

**No phone calls please.**

**Please note that only shortlisted candidates will be contacted.  
A Criminal Record Check is a requirement of Employment.**