



LANGUAGE PROGRAM COORDINATOR

Position title	Language Program Coordinator
Purpose	Provides supports to service providers that are funded by Immigration, Refugees and Citizenship Canada (IRCC) to offer the Language Instruction for Newcomers to Canada (LINC) program in BC. Through consultation with the Language Program Manager and AMSSA’s Settlement Language Working Group (SLWG), the Language Program Coordinator develops and supports meetings and events, produces resources for and maintains connections with the BC Settlement Language Training sector.
Reports to	Language Program Manager
Hours & location	A 35-hour / week combination of remote work and work from AMSSA’s office located at 4445 Norfolk Street, Burnaby BC.
Salary	\$29.00/hour with benefits
Classification	Contract April 1, 2021 – March 31, 2022 with possibility of extension
How to apply	<p>Please send cover letter and resume/CV together in one document outlining relevant experience and qualifications to jship@amssa.org.</p> <ul style="list-style-type: none"> • Include position title in email subject line. • Include your full name (first and last) and job title in the title of your Cover letter/resume attachment. <p style="text-align: center;">Applications will be reviewed on ongoing basis until Sunday April 11, 2021, 11:59 PM PDT. Only shortlisted applications will be contacted.</p>

AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens 81 member agencies as well as hundreds of community stakeholder agencies that serve immigrants and newcomers, and build culturally inclusive communities.

- We value **EQUITY** and strive to be the catalyst for change which disrupts systems promoting racial and social injustice.
- We value **INCLUSIVENESS** and work with our members and stakeholders to place voices that have been marginalized in positions of influence, creating space for all perspectives.
- We value **INTEGRITY**, striving to always work to the highest standards, encouraging innovation, risk taking and leadership; we are always open to new thoughts and maintain accountability in our work.

- We value **DIVERSITY**, recognizing our own individual biases and engaging members and stakeholders in meaningful ways that promotes inclusion of all voices and perspectives.
- We value **MUTUAL RESPECT** by respecting what everyone has to offer within their own context of life experiences, opening our hearts and minds to always listening and learning.
- We value **COLLABORATION**, engaging in equitable partnerships, mindfully exploring old and new ideas to advance the work of AMSSA and our members.
- We value **SUSTAINABLE TRANSFORMATION**, engaging in continuous individual and organizational reflection and collaboration to build capacity and integrate what we learn into our culture and infrastructure.

DUTIES

- Consult with the Language Program Manager, SLWG and LINC training providers in BC to develop and support meetings, workshops, events, and to produce resources that support the language sector and its related services such as child care/childminding.
- Maintain relationships with BC language training service provider organizations (SPOs) individually and through networks such as the South Fraser Language Network, LINC Lounges (BC TEAL) and through other network events and literacy groups.
- Liaise with BC TEAL and other language training stakeholders to understand the needs and evolving realities of LINC teams.
- Curate and organize weekly language-related *Settlement Net* content and keep website language resources current.
- Coordinate and support the logistics of the SLWG meetings, language sector support meetings, workshops, and other AMSSA events (webinars, talks and conferences).
- Research, understand and organize future focused solutions to and supports for the current and evolving needs of the language sector. This may involve needs ranging from placement assessment to Client Management System (iCARE) support to resource curation to the professional development needs of LINC leaders, teachers, and Early Childhood Educators.
- Write and prepare work plans, agendas, production schedules, evaluation surveys, reports, slide presentations and other documents to be used for meetings and events.
- Maintain updated lists of LINC service provider contact information and their services.
- Take minutes for the SLWG meetings and other language support events and write summaries and reports.
- Propose language-related resource ideas aligned with needs analysis and write content for online learning courses/modules and information sheets.
- Work with the AMSSA team on additional and emerging projects as required.

QUALIFICATIONS

- 1-2 years' minimum experience in the settlement language sector and a degree in a relevant field - such as TESL, Education, Business Administration and/or Policy Administration from a recognized institution.

- Direct experience in a settlement language provider organization and/or adult EAL educational setting (ideally government funded).
- Experience in teaching and/or coordinating settlement language programs and/or curriculum development for said programs.
- In-depth, critical understanding of federally-funded language training (LINC/CLIC), placement and assessment (PBLA) and promising practices in language service provision as they relate to immigration and the settlement and integration service sector.
- Strong familiarity of immigration issues and programs, both provincially and nationally
- Ability to work collaboratively in teams and working committees with a variety of stakeholders.
- Strong skills in coordinating and facilitating meetings.
- Strong program and project planning, development and coordination skills.
- Well-developed detail-oriented organization and administration skills.
- Strong communication (written and oral) skills
- Experience with online resource development and online event planning and delivery including Zoom, GoToMeeting.
- Proficient with a variety of software and applications: Office 365 including: Microsoft Teams, Outlook, Word, Excel, Publisher and PowerPoint; Constant Contact and database management tools; Google Documents and Spreadsheets.
- Ability to speak and write in French is an asset.