Position Title: Coordinator, Linguistic Equity Learning Lab
Department: Community Innovation
Reports to: Special Projects Manager, Community Innovation

Summary

The Linguistic Equity Learning Lab Coordinator will work under the direction of the Special Projects Manager, Community Innovation, to conduct research on how decolonized & anti-racist teaching approaches increase immigrant English language skills & their confidence to use them through English language learning curriculum, tools & resources.

Key Responsibilities

- Research, design and develop innovative English language learning curriculum, evaluation plans, tools and resources, intake and classroom protocols, and student progress documentation centering decolonized & anti-oppressive practices that are suitable for both blended and classroom delivery
- Provides support in primary research activities such as conducting focus group discussions, interviews, surveys with experts and community members
- Conducts research specific to ESL curricula, resources and delivery models based on decolonized & equity-based anti-racism pedagogies
- Works collaboratively with the Special Projects Manager, Community Innovation to conduct additional, project related research, facilitate committees and advisory teams and write reports and recommendations as required
- Work with an evaluation consultant to support the design, implementation and assessment of activity evaluation & feedback tools; synthesize data to produce reports and information resources / fact sheets
- Coordinate, host and facilitate targeted community engagement activities including dialogues and surveys utilizing a range of interactive virtual (and potentially in-person) tools & approaches
- Work collaboratively with the Special Projects Manager, Community Innovation on the creation of an educational video for documentation of the pilot project and distribution to other English language learning organizations across the country
- Ensure the project is guided through a multi-sectoral, anti-oppression lens and centres decolonized approaches
- Direct Client Service: Provide direct services and referrals to program participants as needed, paying special attention to clients expressing distress and trauma.
- Contribute to a positive, supportive and student-focused team environment ensuring high performance, respect, trust, collaboration and innovation.
Job Posting

Qualifications:

- Related University Degree, TESL or equivalent
- Experience in teaching or knowledge of the LINC program, including experience in outcomes-based education
- Experience in the design of adult education English language curriculum, learning outcomes and PBLA
- Experience with adult education philosophy, including respect for work and life experience brought to the classroom by the adult learner
- High level of critical and logical thinking, attention to detail and research and analysis skills
- Strong communicating, writing, editing, presenting, facilitating and interpersonal skills
- Demonstrated ability to take initiative, step outside of your comfort zone and embrace learning through action
- Understanding of current language training models, trends, challenges and opportunities
- Understanding of systemic racism and equity as it relates to English language learning
- Knowledge of evaluation concepts and methods
- Comfortable working with a variety of computer software applications and has the ability to learn and adapt to new technologies as needed
- Ability to identify barriers to access and inclusion for a diverse learner population
- Ability to develop/ maintain positive relationships among diverse internal/external partners
- Ability to speak multiple languages is considered an asset, but not required
- Familiarity of and/or lived experience of diversity, is considered a strong asset

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement NSMS’s values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Contributes to a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.
- **Accountability.** Accepts a culture of accountability; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement.
- **Engagement.** Shows passion for the job engages people in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
Job Posting

- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are meet on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns delivery with the strategic directions of NSMS.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet objectives.

We strongly encourage applications from IBPOC, LGBTQ2S+ people, im/migrants and newcomers, and other underrepresented communities.

**Additional Information**

Hours: 28 - 35 hours / week

Salary Range: $29 - 33 per hour

Posted until filled

Please submit resumes and cover letters via email to hr@impactnorthshore.ca using “Linguistic Equity Learning Lab Coordinator” in the subject line.

Impact North Shore, formerly North Shore Multicultural Society, is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.