

## LANGUAGE PROGRAM SPECIALIST

Position:	Language Program Specialist
Purpose:	The goal of the Settlement Language Support activities is to facilitate the effective delivery of the Immigrant, Refugee, and Citizenship Canada (IRCC) funded settlement language activities throughout BC. The Language Program Specialist works closely with the Language Program Lead. Through consultation with the Language Program Lead and AMSSA’s Settlement Language Working Group (SLWG), the Language Program Specialist helps to develop, facilitate and support meetings, events and resources for the BC Settlement Language Training sector
Reports to	Language Program Lead
Hours & location	A 35-hour / week combination of remote work and work from AMSSA’s office located at 4445 Norfolk Street, Burnaby BC.
Salary	\$33.00 / hour  Eligible for benefits after three months
Classification	Contract January 9, 2023 – March 31, 2024 (pending funding) with possibility of extension
How to apply	Please send cover letter and resume/CV together in <b>one document</b> outlining relevant experience and qualifications to Sabrina Dumitra, Director of Programs at <a href="mailto:sdumitra@amssa.org">sdumitra@amssa.org</a> <ul style="list-style-type: none"> <li>• Include position title in email subject line.</li> <li>• Include your full name (first and last) and job title in the title of your Cover letter/resume attachment.</li> </ul> <p>Applications will be reviewed starting January 23, 2023. The posting will remain open until filled and will close without notice. Only shortlisted applications will be contacted.</p>

### AMSSA OVERVIEW AND VALUES

AMSSA is a unique province-wide association that strengthens over 80 member agencies as well as hundreds of community stakeholder agencies who serve immigrants and newcomers, and build culturally inclusive communities, with the knowledge, resources and support they need to fulfill their mandates.

- 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 Lead and SLWG to develop, facilitate and support meetings, workshops, events, and 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 North Fraser Language Network, South Fraser Language Network, LINC Lounges (BC TEAL) and through other network events and literacy groups.
- Liaise with BCTEAL and other language training bodies to inform of the needs, realities of LINC teams.
- Curate and organize weekly language-related Settlement Net content and keeps website language resources current.
- Coordinates and supports the logistics of the SLWG meetings, language sector support meetings, workshops, and other AMSSA events (webinars, AMSSATalk and Summits).
- Research, understand and organize solutions to and supports for the current and evolving needs of the language sector.
- 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 support the development of the reports.
- Support with writing content and suggesting language-related resources for online learning courses/modules and information sheets.
- Ensures that language support programming activities are aligned with contract expectations and funder expectations.
- Facilitates meetings, online activities and other ad hoc events as needed

- Write reports and meeting minutes as required.
- Participate in external working groups and committees where relevant
- Work with the AMSSA team on additional and emerging projects as required

## QUALIFICATIONS

- Experience and education in the Settlement Language sector and/or 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 educational setting
- Experience in teaching Settlement Language programs and curriculum development
- Strong familiarity of immigration issues and programs, both provincially and federally
- Proven ability to plan strategically, initiate action and achieve desired outcomes
- Experience in proposal writing and the management and reporting of contribution agreements, contracts and other funded project activities an asset
- Ability to work collaboratively in teams and working committees with a variety of stakeholders
- Experience with facilitation large groups in meetings and dialogue
- Ability to demonstrate diplomacy while remaining engaging and proactive in advancing the objectives of the group
- Superb written and verbal communication skills
- Strong time-management skills and the ability to prioritize, organize and coordinate multiple projects at once
- Excellent active listening, interpersonal and communication skills
- Familiarity with non-profit associations, and/or Province of BC or Government of Canada funded programming is an asset
- Flexible team player willing to do what it takes to get the job done; adaptable and enjoys a challenge
- Extremely organized with the ability to work with competing priorities and in a fast-paced environment
- Experience in meeting and virtual event planning including working with Zoom and webinar platforms
- Demonstrate the ability to write, proofread and edit reports, minutes, communication materials and funder reports
- Ability to organize, prioritize, synthesize, and adapt information to various audiences
- Proficiency in Microsoft Office and other office productivity tools, with aptitude to learn new software and systems