



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

- Position:** LINC Instructor (CLB 2)
- Term:** Full-time LINC hours (25 hours/week, September to June) - Indefinite
- Reports To:** LINC Manager
- Location:** Classroom at 1800 Bank Street, Ottawa

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

Provide English language training to adult newcomers to Canada in accordance with guidelines set by the funder and program manager. Service delivery may temporarily and periodically shift to remote learning, or a hybrid of in-person and remotely learning for clients as deemed necessary by OCISO.

Language Instructions for Newcomers to Canada (LINC) is a national program funded by Immigration, Refugees and Citizenship Canada. This program actively employs teachers during the normal school year. Teachers are provided with ROEs to enable them to apply for EI benefits for March and summer breaks.

Main Responsibilities

- Plan and present lessons in accordance with PBLA and LINC Curriculum Guidelines and adult learner needs online and in person
- Maintain/prepare attendance logs, journal of activities, student evaluations and monthly reports

- Identify resources and technology appropriate to support the English language training at the relevant level.
- Be able to design module and lesson plans that are level appropriate, creative, innovative and teach language development while also teaching how to integrate into Canadian culture
- Conduct initial and ongoing assessment of learners in accordance with Portfolio Based Language Assessment
- Accommodate special learning needs faced by equity groups and those from diverse cultures
- Provide input to colleagues / manager regarding policies, resource requirements and other matters affecting programming

Qualifications

- TESL Ontario accreditation (OCELT) in good standing – will be verified in TESL Ontario database
- Undergraduate degree preferably in the areas of Linguistics, Education or the Humanities
- Familiarity with LINC curriculum guidelines, Canadian Language Benchmarks, portfolio based language assessment
- Experience in online teaching platforms: Google Meet, Teams and/or Zoom
- Experience in teaching ESL to adults with settlement needs/goals
- Experience in curriculum development
- Highly developed interpersonal skills: positive, enthusiastic, collaborative, and solution-focused
- Demonstrated ability to work in a multi-cultural team environment and open to all perspectives
- Familiarity with services provided by OCISO
- Understanding of immigrant/settlement issues
- Ability and willingness to support and coordinate the contributions of volunteers, researchers and practicum students
- Proficiency with computer applications including the MS Office Suite, Internet Search Engines, Database Programs.

Salary & Benefits: \$39.34 per hour, plus 4% vacation pay. (Note: structured unpaid breaks include year-end, March and summer months). Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: April 9, 2025, by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process: Please rename your cover letter and resume with your "First name_position title" (e.g., OCISO_LI_letter or resume) before applying and send it to the HR Department at: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR & Operations Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.