



## **INTERNAL/EXTERNAL JOB POSTING**

**Position:** English Conversation Circle Facilitator

**Job Type:** Full-time, (35 hours/week), July 2024 – March 31, 2025, Hybrid

**Reports to:** The Manager, Settlement and Integration Services

**Salary:** \$49,686 plus a comprehensive benefits package including health, dental, RRSP and generous leave entitlements

**Application deadline:** July 24, 2024

### **About IWSO**

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

### **Position Summary**

The English Conversations Circle Facilitator prepares and facilitates informal English Conversation Circles for immigrant and newcomer women who are learning English as a second language.

### **Main Responsibilities**

- Prepare learning materials and handouts.
- Recruit students in collaboration with the Settlement & Integration Services Manager and counsellors to meet targets set by funders.
- Prepare lesson plans that are appropriate for adult women who are learning English as a second language.
- Promote a safe, effective, and empowering learning environment.
- Use professional discretion and judgment in managing learners in the classroom setting.
- Maintain accurate client attendance records in the database.
- Develop promotional materials and flyers and a dissemination plan.

- Prepare relevant reports as required by the Settlement and Integration Services Manager.
- Assist in the evaluation of the program.
- Participate in all staff meetings, IWSO professional development sessions, and external meetings as required.
- Participate in external activities such as information sessions, workshops, and community events.
- Contribute to the overall functioning of the agency and perform other duties as may be assigned by the Settlement and Integration Manager and/or the Executive Director.

## Qualifications

- Post-secondary education and a minimum of 2 years of relevant experience.
- Familiarity with the principles of adult learning.
- Ability to work effectively with newcomers and diverse communities and understand the challenges faced by immigrant and racialized women.
- Advanced knowledge and experience of computer applications and database software (e.g., Google Suite and Microsoft Suite).
- Excellent interpersonal, communication (spoken/written), organizational, and problem-solving skills.
- Ability to assess priorities and assume responsibilities with minimum supervision.
- Ability to work within a multi-cultural and multi-disciplinary team.
- Previous experience in teaching ESL (English as a Second Language) would be an asset.
- Police Record Check is required as part of the hiring process.

## APPLICATION PROCESS

Qualified candidates are invited to submit a cover letter and résumé by, **July 24, 2024, 6:00 pm** to:

Search Committee: English Conversation Circle Facilitator position, Immigrant Women Services Ottawa.

Email: [infomail@iwsoc.ca](mailto:infomail@iwsoc.ca)

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to, candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only those candidates with the minimum qualifications will be contacted and considered for an interview.