



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

EDUCATIONAL ASSISTANT

ADULT ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

PART-TIME (30 hours/week)

Six (6) Month Term Position October 1, 2024 - March 31, 2025

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate and committed in supporting settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: Adult English as a Second Language (ESL) Education Assistant

- Has experience working with adult literacy students according to the Canadian Language Benchmarks, or low-level adult beginners
- Demonstrates flexibility and creativity in assisting student learning.
- Exhibits and upholds IRCOM's core values of integration, independence, diversity, and they will work in a way that is people-centered, holistic, partnership based and seeks to create positive change.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Adult ESL Education Assistant helps improve the listening, speaking reading, writing skills of newcomer adults by:

- Supporting the ESL Teacher in implementing a needs-based curriculum
- Providing pair/group or one on one educational assistance and support
- Assisting with assessing student progress
- Assisting with managing records and other administration tasks as designated by the teacher,
- Bringing settlement and support needs to the Teacher's attention, for referrals, and
- Supporting the IRCOM staff team

IRCOM provides a flexible, community based, Language Training program for newcomer parents living at IRCOM House and in the Central neighborhoods area. The Newcomer Literacy Initiative (NLI) assists parents in developing literacy and English language skills in order to support their involvement in the community, pursue further education, obtain employment and support their children's education. On-site child care is provided.

With the supervision and support of the Supervisor, the Adult ESL Education Assistant is responsible for the following:

DUTIES & RESPONSIBILITIES

In-class Assistance and Support (70%)

- Assist with the implementation of the ESL curriculum
- Encourage and support adult students with adjusting to attending school for the first time in their lives
- Take initiative to identify needs in the classroom and consult with the Teacher to develop strategies for successful student outcomes



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

- Assist students in creating and maintaining a language portfolio according to Portfolio Based Learning Assessment (PBLA) guidelines
- Actively engage and assist in providing guidance to volunteers, practicum students and ESL practicum teachers in delivering the lessons and activities
- Assist with preparation and implementation of special events
- Assist the Teacher in identifying settlement and integration needs, and helping make appropriate referrals to IRCOM case management /settlement staff or external, as appropriate
- Contribute to extracurricular outings
- Keyholder responsibility

Student Assessment and Records Management (20%)

- Assist the Teacher to implement student assessments in accordance to Language Instruction for Newcomers to Canada (LINC) and CLB guidelines
- Contribute information towards iCARE reports and other reports as assigned by Teacher

Team and Inter-department Support (10%)

- Assist ESL Teacher to compile summary of activities and photos for reporting purposes
- Identify and inform the Teacher of arising trends, program gaps and needs, and potential responses
- Contribute to the development of NLI policies, their revision and implementation.
- Participate in team and IRCOM staff meetings (typically a full-day event once per month) and events
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by Teacher

REQUIRED QUALIFICATIONS:

- Post secondary education in Education or related field (or equivalent)
- Experience in supporting curriculum delivery
- Experience working with people from diverse cultural backgrounds in a community-based setting
- Experience supporting literacy or low-beginner adult students
- Ability to work with volunteers, practicum students, school administrators and community partners
- International education/experience is recognized
- Flexible, community minded, respectful and compassionate
- Computer/digital literacy
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (see <https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- Experience in an adult ESL adult program (i.e., ESL classroom, conversation circle)
- Experience with beginner-level literacy learners
- Experience working in or with a settlement agency is an asset
- Newcomer experience is an asset
- Knowledge of additional language(s) is an asset
- International education and/or experience
- Previous volunteering/community involvement in supporting and empowering newcomer community
- Ability to work and learn effectively and independently



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

Work Location and Schedule: This is a part-time (30 hour/week) position, ending March 31, 2025. This position is scheduled to work Monday through Thursday, 9:00am to 5:00pm at IRCOM's Bannatyne location.

Wage: \$20.25/hour - This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

Benefits: Collaborative, family-friendly and supportive working environment
Professional development opportunities
Paid Sick Days
Three flexible statutory holidays/year

Application Process: All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin on **September 25, 2024 and continue until the position has been filled.**

HR - Selection Committee: hr@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs (hr@ircom.ca)