



Immigrant and Refugee  
Community Organization of Manitoba

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## **ADULT ENGLISH FOR SPECIFIC PURPOSES (ESP) TEACHER**

**Part-time, Temporary Position**

**November-December, 2022**

### **WHAT IRCOM OFFERS:**

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

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the ESP Teacher improves the reading, writing and speaking skills of newcomer adults in preparation for employment by:

- designing and developing needs based curriculum
- providing in-class instruction and leadership
- assessing student progress
- managing records, and by
- supporting the IRCOM staff team

The ESP Teacher would work as a part of the Refugee Integration Support and Employability (RISE) program, supporting IRCOM adult tenants in enhancing their employability skills. As part of the RISE programming, participants will attend eight employability specific English as a Second Language (ESL) classes with the aim of increasing their vocabulary and communication skills related to different areas of employment.

**CANDIDATE PROFILE:** The ideal candidate will have experience working with students in Canadian Language Benchmark levels 1 through 4. The Adult ESP Teacher will demonstrate flexibility and creativity in developing lesson plans which take into account human connection and practical knowledge in their implementation. Successful applicants will exhibit and uphold 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.

With the supervision and support of the Community Resource Program (CRP) Manager or designate, the Adult ESP Teacher will fulfill the following:

### **DUTIES & RESPONSIBILITIES**

#### **In-class Instruction and Leadership (60%)**

- Implement curriculum and adapt to student needs
- Actively engage and give guidance to volunteers and practicum students in delivering the lessons

#### **Needs Based Curriculum Design and Development (30%)**

- Assess language and learning needs for RISE participants and produce summary report
- Develop ESP literacy curriculum that addresses essential community integration and job readiness skills
- Develop listening, speaking, reading, writing and numeracy materials relevant to the participant needs
- Plan level appropriate lessons

#### **Team and Inter-department Support (10%)**

- Work closely with the Employability Coordinator and other relevant IRCOM staff
- Identify and inform the CRP Manager of arising trends, program gaps, needs, and potential responses
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Perform other duties as assigned by the CRP Manager

## **REQUIRED QUALIFICATIONS**

- Certificate in TESL
- University Degree in Education or related field
- Minimum of 2 years of experience in an adult education setting
- Experience in curriculum development and delivery
- Experience in employment related ESL curriculum
- Experience working with people from diverse cultural backgrounds in a community-based setting
- Experience working with and creating engaging lesson plans for Phase I students
- Ability to work with volunteers, practicum students, school administrators and community partners
- Experience working closely with administration in a settlement agency is an asset
- International education/experience is recognized
- Newcomer experience is an asset
- Knowledge of a second language is an asset
- Flexible, community minded, respectful and compassionate
- Proof of COVID-19 immunization
- Present a current Criminal Record Check and maintain a clear Child Abuse Registry Check
- Demonstrate the qualities & values IRCOM seeks for staff (see <https://www.ircom.ca/about-us/work-here/>)

## **DESIRED QUALIFICATIONS:**

- International education and/or experience
- Knowledge of a second language
- Previous volunteering/community involvement in supporting and empowering newcomer community

**Schedule:** This is a part-time temporary position over 4 to 8 weeks during November and December 2022. Schedule will consist of approximately 37.5 hours of curriculum development followed by 8, two-hour classes. Each two-hour class will require three hours of preparation and program administration.

**Wage:** \$ 24.85/hour

**APPLICATION INFORMATION AND PROCESS:** All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for equity in employment. Interested applicants can identify themselves as belonging to any of the following equity seeking groups: women, Indigenous peoples, racialized peoples, persons with a disability, LGBTQ+, refugees, and/or immigrants. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential.

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

**Review of applications will begin at 5 pm on Friday, October 21, 2022, and will continue until the position has been filled.**

HR - Selection Committee  
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We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview 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.