



Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

EMPLOYMENT OPPORTUNITY

N.E.E.D.S. Inc. is pleased to invite applications for the following position:

Position Title: Communications for Employment Instructor (EAL Instructor)

Program: Employment Program

Position Type: Full-time, 35 hours/week

Hours of Work: Mondays – Fridays, daytime/evenings and occasionally Saturdays (schedule changes based on needs of program and clients)

Salary: Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for a Communications for Employment Instructor position in our Employment Program. The Communications for Employment Instructor will work in a team environment facilitating programming to newcomer immigrant and refugee youth (ages 16-29) and help the participants develop communication and employability skills through individualized coaching and group workshops.

Main Job Responsibilities Include:

Programming:

- Assisting in the development of employment focused EAL programming for newcomer youth (ages 16-29) in the areas of effective communication, workplace safety and health, and sector specific terminology
- Facilitating workshops to help participants develop their English language skills for job readiness
- Assessing need for EAL assistance, working with Career Coach and Employer Liaison to complete assessments
- Developing supportive and productive relationships with newcomer youth and families
- Classroom and behaviour management
- Referring participants for psychosocial support when required
- Referring participants to other programs if additional learning support outside of the scope of the program is needed

Administration:

- Monitoring and reporting on activities, including observation of participants
- Accurately maintaining client observations in an effective and confidential manner
- Keeping accurate daily records of participants including registration and attendance
- Participating in case management and program meetings
- Submitting reporting requirements in a timely manner
- Completing other duties as assigned

Requirements:

- Post-secondary education in Education OR an acceptable equivalent/combination of education and experience
- Experience in English as an additional language (EAL) instruction
- In-depth knowledge of immigrant and refugee youth employment needs and issues

- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Able to multi-task, problem solve and make decisions under pressure and think critically
- Proficient in Microsoft Office/Excel and other relevant technology skills
- Self-motivated and able to work independently and as a team
- Excellent communication (oral and written) and organizational skills
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact on poverty on children, youth and families
- TESL/TESOL/TEFL Certificate
- Additional languages other than English
- French level: Intermediate to advanced
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCI)

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability, by *Friday, August 23rd at 4:00 pm.*

Attention: Human Resources
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.
251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: hrneeds@needsinc.ca

Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for an interview will be contacted.