Vacancy Posting – Competition #2021-12-21 LINC-IC

**Posted date:** December 21, 2021  
**Closing date:** Ongoing posting until the positions are filled  
**Position:** LINC Instructors  
**Hours of work:** Casual on-call  
**Location of work:** 930 Balmoral Road, Victoria BC  
**Rate of pay:** $29.45

The Inter-Cultural Association of Greater Victoria (ICA) helps immigrants and refugees meet their social, cultural, and economic goals. Comprised of dedicated staff and volunteers, ICA provides language instruction, support finding housing and employment and a range of other services. In addition, ICA actively engages our community to strengthen connections between immigrants and those born in Canada. Through our work, we build a strong, diverse, and vibrant community. ICA is a welcoming, passionate, and energetic organization that has had a positive impact in the Greater Victoria region for nearly 50 years.

**Job description**
Delivers Language Instruction for Newcomers to Canada (LINC) instruction and orientation to facilitate the successful settlement and integration of newcomers (immigrants and refugees) to Canada and their local environment in Greater Victoria. Serves all individuals, including BIPOC, LGBTQ2+ and Indigenous, and those with diverse abilities. Works in close cooperation with the Language Services Manager and Head Language Instructor. Reports to the Language Services Manager.

**Qualifications**
- Undergraduate university degree and TESL Canada recognized TESL certification, or combination of education, training, and experience.
- Knowledge and practical application of the Canadian Language Benchmarks (CLB) and understanding of Performance Based Language Assessments (PBLA).
- Effective communication and teaching skills.
- Keen understanding of diversity issues to work with persons from diverse cultural and ethnic backgrounds on settlement/resettlement/refugee related issues.
- Three years’ work experience in LINC instruction in a settlement language-based LINC program, and work experience within social services, not-for-profit and/or multicultural environment.
- Experience working with immigrants and refugees and understanding of immigration and refugee issues.
- Proficiency in a settlement and/or resettlement language preferred.
- Experience working with immigrants and/or understanding immigration issues preferred.
- Employment requires proof of full vaccination status or exemption documentation.

**Key duties and responsibilities**
- Develops and prepares instructional objectives, lesson plans, teaching aids, and materials which support program objectives.
- Delivers LINC instruction and orientation information to students in assigned classes;
- Monitors learners’ linguistic and settlement progress through formal and informal assessments.
- Maintains student progress reports.
- May supervise LINC practicum students and/or classroom volunteers.
• Keeps and manages class attendance records and notifies Head Language Instructor of any problems in student attendance.
• Provides monthly reports on class activities to Language Services Manager.
• Uses technology effectively.
• Creates awareness of anti-oppressive/social justice issues.
• Participates in training opportunities to stay current on LINC instruction and on issues impacting ICA clients.
• Participates in regular team and organization-wide staff meetings.
• Follows all ICA policies and administrative procedures.
• Other related duties as assigned.

Additional information
• Some travel to community locations within Greater Victoria, especially for field trips, will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
• Some work outside of regular office hours, including evenings and weekends, may be required. Flex time schedules will be made to accommodate non-regular work hours.
• ICA compensates overtime hours with time off in lieu.
• As a condition of hire, an updated criminal record check, including vulnerable populations check; and proof of WHMIS training and vaccination status, are required.

Submit a cover letter and current resume (in pdf. format), noting relevant qualifications, language proficiency and experience to the Inter-Cultural Association of Greater Victoria, Attention: HR Manager, via email to careers@icavictoria.org. This is an ongoing posting until the position is filled. Please quote Competition #2021-12-21 LINC-IC in the subject line.

Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.