



## Elmwood Community Resource Centre

### **Job Posting    **Adult Literacy Instructor****

**Job Status:**    30 hours per week (2 positions)

**Closing Date:**    August **12, 2022**

**Hours of Work:**    Mondays to Fridays 12:30-07:00pm and 9:30 am- 05:00pm

The Adult Literacy Instructor will teach literacy program to adult learner in a classroom setting. The GOAL program is a learner centered, multi-level literacy program that provides individual and group-based instruction and support learners working towards their GED. The Adult Literacy Instructor works under the support and guidance of the Adult Literacy Director.

### **Qualifications**

- Manitoba Teacher's Certificate and 5 years of teaching experience
- Previous experience in adult literacy, GED preparation, computer literacy, Essential Skills
- Experience working in a community-based setting in the inner city of Winnipeg is an asset
- Excellent interpersonal communication skills both verbal and written.
- Excellent computer and administrative skills.
- Satisfactory Criminal Record and Child Abuse Registry Check.
- A valid driver's licence and a vehicle is an asset.

### **Duties and Responsibilities**

- Conduct adult learner assessment as they enter the program and determine literacy levels, using the assessment tools recommended by the program;
- Build trusting relationships with learners in a non-judgmental attitude, in accordance with ECRC values and principles;
- Develop and facilitate lessons that will assist adult learners in strengthening their Essential Skills;
- Teach adult learners in an individual format and group-based classroom;
- Maintain and update learner's file record including assessment levels, learning plans, progress and program attendance;
- Provide on-going role modeling of soft skills such as being punctual, timely follow through, being polite/ assertive and having a positive attitude;
- Develop strategic partnerships with relevant stakeholders such as EIA, community agencies to provide wraparound support;
- Attend all program meetings including Literacy Working Group and provide a written report regarding the successes and challenges faced in the program;
- Awareness of both internal and external resources, such as government systems and an ability to establish interim resources to where gaps exist in supporting learners;
- Ongoing program recruitment through program presentations, public speaking engagements;
- Other administrative duties as assigned by the Executive Director.

### **Additional Benefits**

Regular hours of work will be at the ECRC office between 9:00am – 8:00pm Monday to Friday, however the schedule is flexible to accommodate meetings. After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as a match of employee contributions to an RRSP account of up to 2% of the employee's gross salary and 3 weeks of vacation days.

### **Submit Resumes and a cover letter by email to:**

Tarek Aziz, Director of Literacy & Training program

[jobs@elmwoodcrc.ca](mailto:jobs@elmwoodcrc.ca)

\*No Phone calls and only successful applicants will be contacted to schedule interview times