

Formerly Abbotsford Community Services

**JOB POSTING #2024-90-02**

**INTERNAL / EXTERNAL**

**Language Instruction for Newcomers to Canada (LINC) Program**

**LINC Teaching Assistant (TA)**

**Wage: \$22.00 per hour**

**Casual/On-Call**

**Temporary from September 2024 to end June 2025**

**NOTE: Need to be available for shifts: 9:00 AM to 1:00 PM, Monday to Friday and/or 6:30 PM to 9:30 PM Monday to Thursday.**

**Provide Teaching Assistance Support to Adult Immigrant and Refugee Newcomers**

**Join the team at Archway**

**Come Help Us Help People**

**Abbotsford**

**On Site**

### **Job Summary:**

Under the direction of LINC Instructors, provide teaching assistance support to individual and/or small groups of adult immigrant and refugee newcomers. Assist with the implementation of Portfolio-Based Language Assessment. Assist in maintaining student records and other administrative requirements of the program.

### **Your Role:**

Archway's LINC Teaching Assistant (TA) with the Language Instruction for Newcomers to Canada (LINC) Program contributes by:

- Providing intensive individual assistance and leading small group activities in speaking, listening, reading, and writing skills.
- Contacting students from the waitlist and managing attendance.
- Assisting students with adjustments to classroom procedures and Canadian cultural practices.
- Referring students to settlement, Archway services, and other relevant programs in the community.
- Facilitating the inclusion of students with special needs.
- Monitoring and organizing classroom supplies, materials, and books in consultation with the instructor and Administrative Coordinator.
- Assisting with the organization of guest speakers, field trips, and group outings.

This position is a great fit for someone who has excellent interpersonal skills with the willingness and patience to collaborate with learners who need extra support. This position also requires the incumbent to have excellent communication and organization skills, strong digital skills, thorough attention to detail, and solid awareness of local community resources.

## Our Offer

- Wage: \$22.00 per hour.
- A casual/on-call position, to be available Monday to Friday from 9:00 AM to 1:00 PM, and/or Monday to Thursday from 6:30 PM to 9:30 PM.
- Temporary until end June 2025.
- Benefits include:
  - Build your experience in the field of assisting in the instruction of English as an additional language.
  - Great in-house training opportunities.
  - Rewarding work in a positive environment.

## Getting an Interview – you will be considered if you have:

- Completed literacy tutor/teaching assistant training, or in the process of obtaining a TESL certificate from a recognized institution, or an equivalent combination of education and experience.
- Minimum one year experience working in an adult EAL classroom is preferred.

## The Job Requires you to have:

- Knowledge of settlement issues.
- The ability to assist students one-on-one or in small groups (including literacy level and learners with special needs).
- A keen sense of cultural humility and understanding of the needs adult immigrant learners.
- Knowledge of local community resources.
- Strong digital literacy skills and attention to detail.
- The ability to work with a high-level of social interaction and engagement.
- A satisfactory criminal record check is a condition of employment.

## Closing date is August 20, 2024

### TO APPLY

Interested applicants are to reference **Posting 2024-90-02 in the subject line.**

Please submit your cover letter and resume to:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting 2024-90-02

**No phone calls please. Only short-listed applicants will be contacted.**

**Must be legally entitled to work in Canada.**

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to [jobpostings@archway.ca](mailto:jobpostings@archway.ca) with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

*Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.*

*We acknowledge that we gather on the traditional and unceded territory of the Stō:ló people. Stō:ló territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.*

*We invest in the mental health and wellbeing of our employees.*