



CURRICULUM WRITER, BC SAF HAVN LANGUAGE CAPACITY BUILDING
(Posted: August 1st until August. 15th, 2024)

Job ID #: 24073-BC SAF HAVN

Position: Curriculum Writers
BC SAF HAVN Language Capacity Building – Online plus Vancouver
Temporary, 1 full-time position at **35 hours** per week or 2 part-time positions at **17.5 hours** per week, (Monday-Friday) starting August 26, 2024, or September 2, 2024, with a possibility of extension

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Summary:

Collaborates with the project team in developing BC SAF HAVN Curriculum guidelines package for Literacy to CLB 6 clients, PBLA assessment strategies suitable for Literacy to CLB 4 levels, test development for ERLT CLB 4-6 and a list of accompanying available resources. With the direction of the Project Lead, consults with community partners and the other project team members on the content of the curriculum to ensure that lessons/material developed meet intended project outcomes. Creates feedback collection tools for teachers and clients, including pre- and post-knowledge tests, and online surveys/focus groups.

REPORTING TO: Project Lead and Director, Language/LINC Services

How You'll Make a Difference

- With the support of Project Lead, conducts, analyzes and summarizes environmental scans and consultations with project partners, teachers and clients to determine the real-world language needs of the identified client group.
- With the support of Project Lead, develops curriculum guidelines for Literacy to CLB 6, Core and Employment Readiness Language including PBLA and testing strategies, for the SAF HAVN Language Program.
- With the support of Project Lead, develops training packages for Core English and Employment Readiness Language Training teachers on using the curriculum and materials for additional professional development.
- Assists with the delivery of teacher training.
- Participates in regular meetings either in person or remotely to provide project updates and make recommendations.
- Provide support to Community of Practice (CoP), as requested.
- Provides input for funder required reports.
- Performs other related duties as assigned.

What You Bring:

Degree from a recognized university and a certificate or diploma from a **TESL Canada recognized training institution**; formal or informal experience in adult ESL curriculum and development; minimum of three **(3) years** experience teaching ESL to adults in the LINC program and knowledge of Canadian Language Benchmark competencies/Portfolio Based Language Assessment (PBLA) and associated resources, proficiency in current technology tools and online platforms OR an equivalent combination of education, training, and experience acceptable to the employer.

What Makes You a Change Maker

- Demonstrated ability to prioritize, organize, and complete tasks with minimal supervision and ability to meet tight deadlines.
- Ability to take direction and work in teams and have strong initiative.
- Ability to communicate fluently and accurately in both written and oral English.
- Demonstrated ability to deal effectively and courteously with clients, staff, and the public who may come from differing cultural and linguistic backgrounds.
- Strong analytical skills and attention to detail.
- Demonstrated experience with the development of resources/materials targeting Lit- CLB 6 learners.
- Ability to work independently and manage deadlines.
- Ability to set and maintain boundaries with staff and clients and manage self-care.
- Ability to obtain and maintain a clear criminal records check.
- Ability to carry out the duties of the position.
- Able to travel locally to meet with other project staff, community partners and conduct focus groups is an asset.

ISSofBC Value Proposition

- Starting Salary Range: **\$29.12 – \$32.04** per hour. *Dependent on education/training/experience/internal equity. Wage grids are reviewed annually.
- Paid vacation and personal leave granted based on eligibility.
- Extended health and dental benefits upon joining based on eligibility.
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Inclusive Culture: Collaborative peers with a wide range of backgrounds and talents
- Innovative workplace with opportunity for new approaches

Applications must include "**24073-BC SAF HAVN**" in the **subject line** and can be sent to: jobs@issbc.org. **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line. Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. **Closing Date: August. 15th, 2024**

If you are passionate about making a difference, apply now!