



SKEENA DIVERSITY SOCIETY

Office: 4617 Lazelle Ave.

Phone: (250) 635-6530

Mail: PO Box 665

Web: www.skeenadiversity.com

Terrace, BC V8G 4B8

Email: info@skeenadiversity.com



/SkeenaDiversity

registered charitable organization

JOB POSTING: ENGLISH PROGRAM INSTRUCTOR FOR ADULT LEARNERS

September 2022

Part-time or Full-time position

This position is open to all applicants, including holders of study or open work permits

Requirements & skills:

- Post-secondary education
- Min of 3 years of teaching experience
- Experience working with people of diverse backgrounds, understanding of diversity & inclusion
- Awareness of and respect for human rights
- Excellent knowledge of English language
- Proficient computer skills: Word, Excel, Google Drive and ability to learn
- Ability to take initiative and respond to changing needs of learners
- Ability to work within a team, be flexible and adaptable
- Excellent communication skills

Duties include:

- Facilitate Group & one-on-one sessions – online and in-person
- Develop and share appropriate resources, including English for Employment:
 - vocabulary, terms and practice related to specific fields.
 - preparation for job interviews, including role playing
 - videos for self-reflection and training
- Conduct student and program assessments and evaluation on regular basis
- Assistance in recruiting, training and support for volunteer tutors
- Promote the English program
- Working with other SDS staff to provide comprehensive support for clients and their families
- Keep student progress data up-to-date
- Submit reports to Executive Director

**the duties could change/expand based on the progress of the program and client needs*

To apply:

Please submit resume and cover letter by email to admin@skeenadiversity.com or drop off at Skeena Diversity, 4621 Lazelle Ave, Terrace

This position will be open until we find a suitable candidate

First cut off is on September 15, 2022