

Instructor/Project Manager/Program Developer

Community Development and Outreach Department

POST: August 9, 2018
CLOSE: August 17, 2018

POSTING NUMBER: fe-cdo-inst-2018-1966

EMPLOYMENT DETAILS

Appointment Date
Non-Regular: September 1, 2018 - July 31, 2019
Regular part-time: August 1, 2019 onwards

Workload Amount
Minimum four sections

Location
On/Off Campus - Sunshine Coast, BC

External Applications
This position is open to any qualified candidate.

Salary
Faculty Scale

CLASSIFICATION DESCRIPTION

Duties
The CDO department at Capilano University works in community partnerships throughout the Capilano region and the Sunshine Coast. Currently, we have an opening for a Literacy Outreach Coordinator and Instructor/Program Manager to work in an adult literacy program on the Sunshine Coast. This position will work in a consultative manner with partner organizations in Sechelt/Gibsons, B.C. to design and deliver adult literacy programming, develop literacy networks and to build the capacity of the community to provide and sustain local literacy program and settlement services. The successful applicant will have experience working with an asset-based literacy framework and have a strong understanding of the principles of adult education with a community development approach.

Nature and Scope of Work

The successful applicant will:

- build strong partnerships in the community, strengthen and support literacy networks, and liaise with partners for program delivery;
- provide consultation, information and support to literacy practitioners, volunteers and community members;
- work with partners to meet the needs of literacy and ESL adult learners on the Sunshine Coast;
- coordinate, facilitate, and manage classes effectively;
- conduct and facilitate small group ESL settlement-based sessions for learners;
- provide learners with opportunities to develop the skills, knowledge and confidence they need to succeed in Canadian society;
- recruit volunteers, deliver tutor training, provide on-going support and appropriate curriculum and instructional resources to tutors;
- conduct learners' intake, assess learner needs, and match learners with volunteer tutors;
- measure learners' progress using respectful, relevant and consistent assessment tools;
- facilitate local community planning processes; write funding proposals and submit program reports;
- work in a consultative, collaborative manner with a local Steering Committee and other CDO staff.

Qualifications and Experience

- Master's degree in a relevant field preferred, minimum of a Bachelor's degree
- Experience working in adult literacy and language support within a settlement context with a community development and empowerment approach
- Experience working with Sunshine Coast community partners
- Teaching experience
- Strong project management and development skills
- Experience managing community literacy projects, writing research reports and project proposals, and building educational capacity among community members
- Ability and desire to contribute to a creative and innovative team environment
- Interpersonal skills which include conflict resolution, stress management and group process

HOW TO APPLY

Interested applicants should submit a cover letter and resume to the email address listed below, quoting the posting number in the subject line, by **4:00 PM** on the closing date. Submissions must be in pdf or .doc format only. Proof of education will be required at a later stage of the competition.

E-mail: ehhd@capilano.ca

Mailing Address: Dean, Faculty of Education, Health & Human Development
Capilano University
2055 Purcell Way,
North Vancouver, BC
V7J 3H5

*We thank all applicants for their interest; however, **only** those selected for an interview will be contacted.*