

Job Posting The Training Group

Welcome to the Employee Relations Department Job Postings page for The Training Group Contract Employees.

Current jobs are listed according to the program requesting the position.

The Training Group

**POSITION: Employment & EASL
Facilitator**
**PROGRAM: ELSA for the Workplace
Level 4 & 5**
LOCATION: Surrey

Competition Number: 2007-015T

Internal/External Posting

We have two, part-time, temporary contracts positions available (hours to be determined) for the anticipated period of 07 Sep 2010 to 24 Jun 2011

Responsibilities:

- Utilizing ELSA for the Workplace curriculum, prepare learning objectives, lesson plans and class materials
- Deliver English Language Services based on ELSA for the Workplace curriculum
- Deliver computer operations and Microsoft Office applications, internet and email training
- Monitor student progress and perform on-going assessments based on the Canada Language Benchmarks
- Collaborate with Project Coordinator and project team to create a calendar of events and activities, including organizing field trips and guest speakers
- Work effectively as part of an interdisciplinary team in the design, development and delivery of services to ensure program outcomes

Qualifications:

- Recognized undergraduate degree and certificate or equivalent in Teaching English as a Second Language
- Curriculum design, development and implementation in Teaching English as a Second Language
- Demonstrated ability to facilitate dynamic, language and/or employment focused workshops that ensure targeted outcomes
- Exceptional written and verbal communication skills
- Proven ability to work effectively as a member of an interdisciplinary team with capacity to take initiative and easily adapt to change
- Demonstrated ability to work with people from diverse backgrounds; sensitivity and understanding to the needs of newcomers to Canada
- Knowledge of local Labour Market and community employment related resources
- Experience in career or employment counseling an asset

TO ENSURE CONSIDERATION, APPLICATIONS MUST BE RECEIVED BY:
3:00 pm, Open until filled. Please forward your resume and cover letter via email to: Gail
Olson at olsong@douglas.bc.ca

DOUGLAS COLLEGE
The Training Group
PO Box 2503
New Westminster, BC V3L 5B2

We wish to thank all applicants for their interest. Only those applicants selected for further
consideration will be contacted.