



JOB POSTING

ELSA NET RESOURCE COORDINATOR SUPPORT

ELSA Net is hiring a part-time (12-15 hours per week) temporary (mid-February until the end of June) support person to assist with the duties of the Instructional Resource Coordinator.

- Purpose:** To provide support the ELSA Net Instructional Resource Coordinator in fulfilling the following duties as required
- Report to:** Instructional Resource Coordinator and Executive Director
- Classification:** **Part-time/temporary** – 10-12 hours per week (for the period of mid-February, 2012 until June, 2012)

General Roles and Responsibilities

Conduct research, recommend resources, and provide support to ESL instructor staff:

- Collate feedback and ideas collected from and follow up as needed on regional sites visits.
- Research information, ideas and resources for ELSA instructors (for workshops, postings on the ELSA Net website, newsletter features, bulletins, e-mail and other mailings).
- Research information and resources to ELSA instructors that will assist them in serving clients' language learning and settlement needs.
- Assist with the editing and collection of newsletter submissions.
- Assist with the creation of Instructional Resource Bulletins.

Support professional development:

- Research relevant external training events and opportunities for instructors; post calendar of events on website.
- Assist with the implementation of our fee for service workshops.
- Assist with the coordination of workshop presenters.
- Assist with collecting and organizing professional development feedback.

Organization and administration:

- Assist as needed with the organization of library resources

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- Assist as needed with the organization files.
- Assist as needed with meeting preparation and follow up (e.g. sending minutes and agendas, organizing or follow up on action items)

Remuneration: \$ 25/hr. ** with 4% vacation pay

Qualifications:

- Experienced Adult ESL Instructor (University Degree plus TESL Training)
- Experience or familiarity with CLB or ELSA levels
- Experience working with adult newcomers
- Strong computer skills and access to e-mail required

Application Content: A resume with the names of two current references

Applications can be submitted to:

Colleen Rogan

ELSA Net

Instructional Resource Coordinator

Mail: #200 5050 Kingsway, Burnaby, BC, V5H 4H2

Email: resourcecoordinator@elsanet.org

Fax: (604) 639-8116

NOTE: Please follow up with an email to ensure your fax was received

No phone calls please.

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

SUBMISSION DEADLINE:

February 10th, 2012

*Interviews tentatively scheduled for the week of February 13th