

Program Coordinator, English as a Second Language

Assiniboine International
Full time, Regular
Brandon, Manitoba (On Campus)
Competition #136-23/24
Salary: \$70,990 to \$88,709 annually (\$37.66 to \$47.06 hourly)
Classification: Program Coordinator Extension Services 2

Assiniboine Community College strives to create Exceptional Learning Experience for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement. Reporting to the Manager, International, the Program Coordinator leads English language programming at Assiniboine and manages a team of faculty and staff to deliver ESL and academic preparatory courses to students.

Be Passionate. You are passionate about English as a Second Language programs, student success and engagement, and are versed in the educational needs of the newcomer and international student populations. Cooperation, communication, and commitment to our team, the stakeholders, and the communities we serve are the foundation of this role.

Take Initiative. You are independent and look for opportunities to expand education services to reach newcomers in the community. Self-motivation is critical for this role, and your energetic attitude and collaborative spirit will build the groundwork for success. You have experience working within academic policy frameworks, and have demonstrated strong interpersonal, administrative, and leadership skills.

Deliver Results. You have the drive and determination to successfully lead the delivery of our ESL and college preparatory programming with your experience in program administration. As an active member of the Assiniboine International team, you are comfortable working with others from across the college to collaborate, and to serve as an ambassador for Assiniboine in the communities we serve.

This role works closely with our partners from Immigration Refugees and Citizenship Canada (IRCC). Previous experience working with IRCC and/or other funding partners to deliver educational programming is considered an asset in this role.

The ideal candidate will have a combination of post-secondary education in a field related to adult education and practical experience. TESOL certification (eligible for TESOL Canada Certification) is considered an asset. A valid class 5 driver's license is required as this role requires periodic travel throughout southwestern Manitoba. This role requires you to have flexible hours, at times extending into the evenings or weekends, to ensure the success of your team members and Assiniboine students.

A review of resumes will begin after May 1, 2024.

This competition will remain open until the position is filled.

Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. Requests for an accommodation can be made at any point during the recruitment process by contacting 204.725.8729 or humanresources@assiniboine.net.

Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.

Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

*If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition **#136-23/24** to careers@assiniboine.net.*

We thank you for your interest. Only those selected for further consideration will be contacted.

Please contact careers@assiniboine.net to request this document in an alternative format if necessary.