



English Conversation Class (ECC) and English Conversation Circle for PR Facilitator Position (temporary)

Richmond Multicultural Community Services (RMCS) is a non-profit organization committed to serving diverse communities of Richmond over 35 years. We do this by providing services for newcomers as well as multiculturalism and diversity work. RMCS invites application for the following position:

English Conversation Class (ECC) Facilitator: Part-Time

The English Conversation Class Teacher reports to the Executive Assistant and is in charge of delivering the English Conversation curriculum for beginner, intermediate and advance level. The program is aimed at helping adult to improve their level of speaking English and is not intended to replace or to be a substitute of an ESL or LINC (ELSA) Program. This is a temporary contract position from January 31 to March 3, 2022.

English Conversation Circle for PR Facilitator: Part-Time

The English Conversation Class Facilitator reports to the Program Coordinator and is in charge of delivering the English Conversation curriculum for mixed levels. The program is aimed at helping adult to improve their level of speaking English and is not intended to replace or to be a substitute of an ESL or LINC (ELSA) Program. This is a temporary contract position from January 31 to March 2, 2022.

Job Responsibilities:

Under the direct supervision of the Executive Assistant/Settlement Program Coordinator:

- Prepare lesson plans in accordance with the curriculum in place.
- Keep track of teaching topics.
- Submit a weekly student attendance sheet.
- Follow up student progress whenever a student changes levels, exits or receives a warning.
- Prepare a list of students ready to change level and submits it at the twice-monthly intake meetings.
- Familiarize him/herself with objectives, policies and procedures of the organization and responds to or directs student enquiries.
- Advise Executive Assistant/Program Coordinator of any classroom management problems, especially regarding attendance.

Qualifications:

- -Undergraduate degree (B.Ed. preferred), and TESL certificate (preferred).
- -Experience teaching adult ESL classes.
- -Sensitivity to immigrant and multicultural issues.
- -Familiarity with the community services (local, provincial, and federal).

Posting Close: December 28, 2021

Position Duration:

- **English Conversation Class**
 - Mondays: Intermediate Level: 2.5 hour per week (9:30am-12pm)
 - Tuesdays: Beginner Level: 2.5 hour per week (9:30am-12:00pm)
 - Wednesdays: Intermediate/Advanced (mixed) Level: 2.5 hour per week (12:30pm-3pm)
 - Thursdays: Advance Level: 2.5 hour per week (9:30am-12pm) and Intermediate Level: 2.0 hour per week (6pm - 8pm)
- **English Conversation Circle for PR**
 - Mondays: 2 hour per week (4:30pm-6:30pm)
 - Wednesdays: 2 hour per week (10am-12pm)

You can apply one or both positions.

Anticipated start date: Monday, January 31, 2022

Please apply with cover letter and resume to:

Attention: Yoshimi Vanrenen, Executive Assistant

Richmond Multicultural Community Services
210-7000 Minoru Boulevard
Richmond, BC V6Y 3Z5
Fax: (604) 279-7168
Email: yoshimi@rmcs.bc.ca

RMCS is an equal opportunity employer. We thank all applicants for their interest, however, only those selected for an interview will be contacted.