



Richmond Multicultural Community Services (RMCS) is a non-profit organization located on the unceded Coast Salish lands of the xʷməθkʷəy̓əm (Musqueam), committed to serving the diverse communities of Richmond for over 35 years. We do this by providing services for newcomers as well as multiculturalism, inclusive communities, antiracism and diversity programming. RMCS invites applications for the following position:

French Class Facilitator Position (Part-Time: 2 hours on Wednesday evening):

The French Class Teacher reports to the Executive Assistant and is in charge of delivering the French Conversation curriculum for beginner level virtually on Wednesday evenings. The program is aimed at helping adults to improve their level of speaking French and is not intended to replace or substitute a FSL Program.

Job Responsibilities:

Under the direct supervision of the Executive Assistant:

- Prepare lesson plans in accordance with the curriculum in place.
- Keep track of teaching topics.
- Submit a weekly student attendance sheet.
- Follow up on student progress.
- Familiarize him/herself with objectives, policies and procedures of the organization and responds to or directs student enquiries.
- Advise Executive Assistant of any classroom management issues, especially regarding attendance.

Qualifications:

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

Wage: \$25.68/hour

Posting Close: Friday, May 30, 2025

Anticipated start date: as soon as possible

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 values diversity and is committed to fostering an inclusive workplace. We appreciate all candidates for their interest; however, only those chosen for an interview will receive further communication. We encourage individuals from equity-deserving groups to apply and bring their unique perspectives to our team.