

Job Description

Learning Co-ordinator (Community Connections)

Immigrant Services – Guelph Wellington is a registered charitable organization with a mission to provide responsive and diverse settlement programs and services to assist new Canadians integrate into the social, economic and organizational life of the community.

PURPOSE OF POSITION:

As part of a multidisciplinary team the **Learning Co-ordinator** will develop and support the formation and maintenance of Conversation Circles, Computer Clubs and other mutual support groups. The **Learning Co-ordinator** will work with service partners, other groups and community members to support a sustainable learner-centred model, driven by the goals and needs of new Canadians on their pathway to settlement.

RESPONSIBILITIES:

- Form and maintain groups
- Train and support volunteer facilitators
- Gather and create learning resources
- Support other ISGW training programs and workshops
- Assist with the recruitment of group participants through active outreach

SKILLS & QUALIFICATIONS:

- Excellent communication skills, including writing, proof reading and speaking
- Experience facilitating groups and meetings
- At least one year experience working with community groups
- Proficient using the latest versions of Microsoft Office
- Resourceful and community minded
- A willingness to learn new technologies is essential
- A background in adult education community development or related field is an asset.
- Mobility resources – valid driver's license and vehicle required
- Hours outside of regular schedule on weekends and weeknights may be required

This is an eight month contract with a possibility of extension for 28 hours per week-week starting September, 2017. To apply please send a cover letter and resume by August 16, 2017 to jobs@is-gw.ca or mail: Immigrant Services – Guelph Wellington, 104 Dawson Rd, Unit 102, Guelph, ON, N1H 1A6.

Immigrant Services –Guelph Wellington is committed to recruiting and retaining a diverse workforce, and we look for candidates who have a high level of demonstrated comfort with cultural competency.