



Muslim Community Services

LINC COORDINATOR (EVENING)

Part Time Contract Position - 20 Hours per week

Office Hours: Monday to Friday – 3:30 PM – 7:30 PM

Location: Peel Region

Muslim Community Services (MCS) serving immigrants, newcomers and the broader community within the Peel region. Our programs are designed to help the individuals in their early settlement, employability and skills development. Your position as a LINC Coordinator (Evening) will be to supervise, support and enhance the programs and services to meet the ever increasing and changing needs of LINC participants.

RESPONSIBILITIES

- Supervise LINC Instructors, Childminding, administrative staff and volunteers
- Support LINC instructors in participants' assessment and their advancement to higher levels
- Ensure effective implementation of program based on Canadian Language Benchmarks including lesson planning
- Collect program statistics and related information and prepare monthly statistical and other related reports for MCS and its funders
- Basic ability to read and interpret financial statements and prepare expenditure budgets
- Evaluate staff' performance on a yearly basis and provide recommendations to management
- Monitor programs and delivery of classroom teaching methodology to ensure curriculum requirements are achieved
- Create and maintain a list of supply teachers and childminders and arrange substitutes as needed
- Monitor Teaching and childminding staff that they adhere to Ontario LINC Curriculum Guidelines, Canadian Language Benchmarks and CMAS (Childminding Monitoring Advisory & Support) respectively
- Teach LINC classes in emergencies or as needed
- Collect, tabulate and prepare program statistics and other information as required to prepare monthly reports and submit to LINC Manager for his/her review. Report outcomes on HARTS
- Evaluate and provide recommendations to improve program delivery to the LINC Manager
- Consult with Lead Childminder regarding the development of the children's program
- Plan and implement appropriate staff development activities
- Assist LINC Manager in the preparation of annual funding proposal by providing appropriate and required information
- Reports to LINC Program Manager or designate
- Any other responsibility prescribed by the Board or that is complimentary to the position

QUALIFICATION/SKILLS

- Post Secondary Education in Social Services or Non Profit Management with a minimum of 2 years management or related experience in the settlement sector
- Minimum 3 years proven experience in LINC program or related field
- TESL certificate from a recognized institution with current TESL Ontario Certification and membership is an asset
- Demonstrated experience in supervising and evaluating performance of employees
- Knowledge of legislation, policies and issues relating to immigrants and refugees
- Experience working with youth and families; strong understanding of related issues
- Knowledge of community services, programs, resources and outreach practices
- Excellent verbal and written communication, problem solving, conflict resolution and consensus building skills
- Ability to work in multi-office environment and meet deadlines
- Computer proficiency and knowledge of iCAM or HARTS reporting, Microsoft Word, Excel, Outlook, Access and PowerPoint. Knowledge of HARTS System
- Ability to develop workshops, provide training and facilitate group sessions
- Excellent presentation, report writing and cross-cultural communication skills
- Skills and experience in conducting research and needs assessment
- Ability to work independently and co-operatively as a team player
- Experience in convening and facilitating meetings
- Understanding issues facing immigrants/newcomers in Peel region
- Flexible to work evenings or weekends if and when required
- Must have own transportation and a valid driver's license for job related travel
- Immediate availability a definite asset.

This is a part time contract position ending on March 31st, 2011 with a possibility of renewal

Please mail, fax or email resume along with a cover letter referencing MCS-JC-0035 by July 25th, 2010 to:

Human Resources Department
Muslim Community Services
150 Central Park Drive, Suite 304
Brampton, ON L6T 2T9
Fax: 905-874-6100
Email: mcsjobs@muslimcommunity.org



IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYMENT EQUITY

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)