

Organization: TNO - THE NEIGHBOURHOOD ORGANIZATION	Department: Newcomer Services
Program/Project: Language and Skills Development Program	Position Title: LINC Coordinator
Location and Hours of Work: TNO sites and offsite - 35 hours per week	Position Type: One-Year Contract
Expected Start date: ASAP	

TNO - THE NEIGHBOURHOOD ORGANIZATION (TNO, formerly *Thorncliffe Neighbourhood Office*) is a community based multicultural, multi-service agency, which offers a broad range of programs to serve Thorncliffe Park, Flemingdon Park, and the surrounding communities through strengthening the quality of individual and community life through services, engagement, partnerships and advocacy.

Program Summary

The Language and Skills Development Program stream provides services that facilitate social, economic and civic integrations of newcomers into the community and the society at large. Services provided include needs assessment, service planning, information and referrals, reception and orientation, translation, interpretation and introduction to community resources. The Language and Skills Development Program helps newcomers learn English and assists them in the settlement process and integration into Canadian society.

Position Summary

The LINC Coordinator provides overall coordination and leadership to the LINC program including the Care for Newcomer Children and English Conversation Group. The LINC Coordinator supports the teachers and learners in attaining the goals set out for the LINC program and promotes the program to the community. The incumbent will also assist in the development of the overall vision and strategic direction of the program, while building positive relationships with staff, instructors and regional partners, at large. The position will fully engage in various initiatives in support of language education & the integration of newcomer families into the community.

Main Tasks and Responsibilities:

- Provide information, logistical support, pedagogical information and language acquisition expertise to instructors of all levels and shifts.
- Assist the Manager in the development of LINC policies and ensure implementation of the policies, plans and program.
- Coordinate the day-to-day operations of the LINC and English Conversation program staff; assist with emergent classroom/learner/instructor and CNC needs.
- Work with the manager to determine metrics (program goals/needs & enrolment statistics) to assist in the periodic review and annual program planning processes.
- Assist in developing new initiatives to address local labor market trends and gaps in service.
- Provide excellent leadership to instructors and the support team in the delivery of the program.
- Plan and/or facilitate professional development activities for instructors and CNC staff.
- Attend partnership sub-committee meetings, identify and liaise with TNO Staff and other stakeholders to increase awareness of the newcomer language programs.
- Interacts with the lead CNC Staff about day to day coordination of the child care services including space issues, attendance and child registrations.
- In collaboration with manager and TNO colleagues, develop and execute a marketing and communications plan to increase the visibility & awareness of TNO's language and settlement services, internally and externally.
- Meet new clients to do a holistic intake and needs assessment to determine their learning goals. And provide referral to relevant services as needed.
- Provide orientation to new learners about LINC Program policies and procedure, portfolio-based learning assessment (PBLA) and the companion binder.
- Review weekly attendance and communicates with clients on pertinent issues.
- Work with Manager to ensure PBLA implementation as per contribution agreement
- Arranges for guest speakers and presentations other logistics arrangement.

- Ensure effective programming based on the PBLA Course description and CLB information.
- Ensure continual evaluation of effectiveness of program delivery.
- Conduct activities related to the measurement of program outcomes.
- Liaise with the manager to ensure there is adequate instructional materials and equipment.
- Maintain an inventory of up-to-date instructional materials.
- Work with LINC administration to support general program needs.
- Compile and provide classroom/instructional data to the manager as required.
- Identify skills gaps, and recommend appropriate professional development activities.
- Support PBLA Lead teacher.
- Ensure that all program timelines are met (for multiple reporting deadlines, for funding applications, and performance appraisals).
- Set or change program policies and practices to facilitate PBLA teaching. Monitor PBLA practices in the program.
- Complete an annual program self-assessment using the PBLA Practice Review Framework, identify, and complete an action plan.
- Provide support for PBLA lead teacher and classroom teachers completing their action plans.
- Schedule instructor-student portfolio reviews and support instructors with conducting those reviews.
- Ensure course descriptions are up to date.
- Ensure CLBs are updated by reconciling the numbers in the HARTs system until all data has been input by the admin team
- Collect and collate statistical information along with the Manager.
- Prepare reports for the Manager as required.
- Perform other related duties as required.

Qualifications and Experience Required:

- Related University degree or College Diploma, TESL Certificate (OCELT Certified) and PBLA Lead certification.
- Three to five years of experience in teaching English as a Second Language of which at least one year of experience in supervising staff/instructors, scheduling classes and coordinating some areas of program budget. (preference will be given to LINC experience)
- Strong knowledge of IRCC funded programs, mandate and reporting requirements.
- Demonstrated ability to effectively analyze, synthesize and disseminate pedagogical information.
- Strong interpersonal skills and awareness of local community needs and services.
- Must have excellent working knowledge of language acquisition, Canadian Language Benchmarks, and newcomer settlement issues.
- Experience in program coordination, teacher training and familiar with program management.
- Extensive knowledge and experience in teaching program logistics and curriculum planning.
- Excellent organizational and communication skills.
- Proven leadership skills with strong team work experience and conflict resolution skills.
- Highly organized, tactful, flexible and enthusiastic.
- Good working knowledge of standard office equipment and software applications.
- Good working knowledge of educational IT equipment, language acquisition software and online resources.

Working Conditions:

Hours of Work - Regular hours for 35 hours per week, and flexible between 8:30AM to 8:00PM based on programming. Evening and weekend work will be required as decided by program requirements.

Location - This position will be located within any of TNO's service locations based on community and program requirements. Locations for this position may be added or moved to new addresses in the future according to the community and program requirements.

Hiring Conditions

Vaccination Requirement – As a condition of employment, TNO requires all new hires to provide proof of full vaccination against COVID-19 prior to the start date of employment. Applicants who have appropriate written proof of a medical reason, or a reason pursuant to the Ontario Human Rights Code for not being fully vaccinated against COVID-19, may provide such documentation to the Human Resources department for accommodation consideration. Such situations will be considered on a case-by-case basis.

Screening - As a condition of employment, the successful applicant must complete a Vulnerable Sector Screening.

How to apply

To apply for the position candidates are requested to send a copy of their application (cover letter, resume and any other document supporting your candidature) to Human Resources. This position will remain open until filled.

[CLICK HERE TO APPLY](#)

Or Attn: Human Resources TNO - THE NEIGHBOURHOOD ORGANIZATION - 1 Leaside Park Drive, Unit, # 7 Toronto, Ontario, M4H 1R1

TNO – THE NEIGHBOURHOOD ORGANIZATION is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code. Should you require accommodation at any stage of the recruitment process, please contact 416-467-0126.

*We thank all applicants for their interest but only those selected for further consideration will be contacted.
For more information visit: <http://www.tno-toronto.org>.*