

LINC Program Coordinator

TNO - The Neighbourhood Organization (TNO) is a well-established community-based social and health service agency providing a wide range of programs and services supporting low-income and newcomer communities across Ontario and sometimes across different provinces through online services and referrals. We are seeking a **LINC Program Coordinator** to join our team in a **full-time contract** role. TNO is a great place to work and we make a difference in the communities we serve.

You will succeed in this role if you have a College Diploma or a Teaching and Training of English as a Second Language (TESL) Certificate and Portfolio-Based Language Assessment (PBLA) Lead Certificate. Reporting to the Manager, Language and Skills Development, you will provide overall coordination and leadership to the LINC program including the Care for Newcomer Children and English Conversation Group. You will help to support the teachers and learners in attaining the goals set out for the LINC program and promotes the program to the community. You will also engage in various initiatives in support of language education & the integration of newcomer families into the community.

Vaccination Requirement – You must be fully vaccinated against COVID-19, subject to any valid medical or religious exemption from vaccination as provided by the Ontario Human Rights Code.

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

Layoff Period: Summer Break, March Break and Winter Break when classes are not in session

Job Type: Full-time contract position until March 31, 2025

Schedule: Monday to Friday, 11:30 a.m. to 7:30 p.m. – Some weekends may be required

Layoff Period: Summer Break, March Break and Winter Break when classes are not in session

Benefits:

- Employee Assistance Program (EAP)
- Social activities organized by the organization
- Public transportation nearby

Application Process: Please submit your resume to recruitment@tno-toronto.org with the subject line: “Application for LINC Program Coordinator”. We thank all applicants for their interest, but only those selected for further consideration will be contacted. Internal candidates will be given priority.

TNO is committed to employment equity initiatives. We encourage residents of Thorncliffe Park, Flemington Park, and surrounding communities, and people who are racialized, Indigenous, people from the 2SLGBTQI+ community, people with disabilities, and other equity-seeking groups to apply. TNO 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 let us know.