



## КОНГРЕС УКРАЇНЦІВ КАНАДИ – САСКАТУНСЬКИЙ ВІДДІЛ UKRAINIAN CANADIAN CONGRESS – SASKATOON BRANCH

#4 – 2345 Avenue C North, Saskatoon SK S7L 5Z5 Canada  
phone: 306-244-8227 fax: 306-665-2127 www.ucc-saskatoon.org

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### **ESL Coordinator**

#### **Description:**

The English as a Subsequent (ESL) Coordinator will manage a successful English language training program started in 2007 by UCC-Saskatoon Branch to meet the settlement and English language needs of newcomers to Saskatoon. Ideally, the successful candidate will have a combination of administrative and EAL/ESL teaching experience. However, the most desirable attribute is adaptability and the ability *to see the big picture*.

Responsibilities include, but are not limited to: learner intake, planning and providing support to six part-time instructors and three child-minders, attendance monitoring, instructor observations, liaising with other ESL professionals, preparing budgets, contract application and negotiation, preparing reports, sourcing and booking facility space, purchasing instructional materials and office supplies and advertising/promotion of the program.

#### **Skills:**

- Basic knowledge of Microsoft Word and Excel
- Excellent critical thinking skills
- Good organizational skills
- Multitasking
- Oral communication

This is a part time position (20 hours /week) beginning September 2017, leading to fulltime in January 2018.

**To Apply:** Drop off, fax or email resume to:

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#4 – 2345 Avenue C North  
Saskatoon SK S7K 5Z5  
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