



PROGRESSIVE INTERCULTURAL COMMUNITY SERVICES SOCIETY (PICS)

Job Title:	Academic IELTS Instructor
Project:	Foreign Credential Recognition (FCR) Loans Program for Skilled Newcomers
Term:	Regular Part-time
Hours of Work:	4 hours per week on contract
Reports to:	Program Director & Program Manager
Wage:	\$50 - \$60 (based on experience)

Job Summary: The Progressive Intercultural Community Services Society (PICS)'s Foreign Credential Recognition (FCR) Loans Project has been specifically designed to address particular barriers to employment faced by skilled newcomer professionals, by offering career and financial counselling and support services to achieve the following objectives:

- Contribute to developing fair, transparent, consistent, and timely foreign credential assessment and recognition capacity.
- Develop and strengthen Canada's foreign credential assessment and recognition capacity.
- Contribute to improving Labour market integration outcomes of internationally trained individuals in targeted occupations and sectors.

The Academic IELTS Instructor at PICS will play a crucial role in helping international professionals achieve their academic and professional goals to settle back to their profession by preparing them for the International English Language Testing System (IELTS) exam. The instructor will develop and deliver engaging and effective lessons, focusing on the four key areas of the IELTS test: Listening, Reading, Writing, and Speaking. This role requires a dedicated individual with strong teaching skills, a deep understanding of the IELTS exam, and the ability to motivate and guide participants towards success.

Key Duties and Responsibilities:

- plans, prepares, and delivers high-quality IELTS preparation courses in group settings;
- develops and updates instructional materials, including practice tests and exercises;
- tailor lessons to meet the diverse needs and learning styles of participants;
- conducts initial assessments to determine participants' proficiency levels;
- provides regular feedback on participants' progress, highlighting areas of improvement;
- designs and administers mock IELTS tests to gauge readiness for the official exam;
- fosters a positive and inclusive learning environment;
- manages classroom dynamics and maintains discipline;
- encourages participant participation and engagement;
- provides guidance on effective test-taking strategies and time management;
- stays updated with the latest IELTS exam formats, trends, and best practices;
- maintains records of participants' progress and attendance; and
- communicates with the Program Manager to update on project progress and evaluates results, records activities, and submits reports to the Program Manager.

Job Skills and Abilities:

- passion for teaching and helping participants achieve their goals;
- patience, adaptability, and cultural sensitivity;
- proficiency in using educational technology and online teaching platforms;
- excellent communication and interpersonal skills;
- ability to create a supportive and motivating learning environment;
- strong analytical skills coupled with a high degree of accuracy;
- strong ability to work with minimal supervision;
- competent to accomplish tasks with deadlines & handle stress and pressure;
- willing to take initiative, action & results-oriented, flexible and dedicated to quality work; and
- proficient in the use of the Microsoft Office Suite and social media - Twitter, Facebook, LinkedIn, WhatsApp, etc.

Qualifications/Experience Requirement:

- bachelor's degree in Education, English, Linguistics, or a related field;
- TESOL, TEFL, or CELTA certification preferred;
- strong understanding of the IELTS test format and scoring system;
- minimum of 2 years of experience teaching English as a Second Language (ESL), with a focus on IELTS preparation; and
- experience working with skilled newcomer professionals is an asset.

Additional Information:

- valid driver's license and access to a suitable vehicle is an asset; and
- clean Criminal Record Check (Vulnerable Sector) is required.

How to Apply: Please submit a resume and cover letter stating salary expectations to career@pics.bc.ca. Please use the job title as the email subject.

(PICS is an equal opportunity employer. We thank all who apply, but only applicants selected for an interview will be contacted. No phone calls, please)