



Job ID #: *** Please see job IDs below for details (highlighted in yellow) ***
Position: LMS/Moodle Resource Lesson Builder (3 roles available)
Program: LINC
Position Details: Temporary position (hybrid), Monday through Friday, starting on April 2025 until March 31st, 2026
Posting Date: Friday, March 07th, 2025
Closing Date: Friday, March 14th, 2025

*** Please include your preferred location in the job ID in your application. ***

- 25024-LINC Coquitlam: 35 hours/week
- 25024-LINC Coquitlam: 30 hours/week
- 25024-LINC Vancouver: 35 hours/week

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee serving agencies in Canada. ISSofBC welcomes and supports newcomers, including immigrants, refugees and students, to settle in communities, learn English, study and find work in British Columbia.

Summary:

Responsible for creating, managing and maintaining LMS/Moodle online activities to teach level-appropriate Canadian Language Benchmarks (CLB) levels 4 – 6 English skills to adult immigrant and refugee newcomers. Works collaboratively with the Online Technology Coordinator.

How You'll Make a Difference

- Guided by CLB aligned lesson plans, creates and maintains LMS/Moodle activities for online and blended LINC classes for adult immigrant and newcomer refugees in order to facilitate their social, cultural, economic and political integration into Canadian society.
- Maintains and updates existing activities, weekly sections and courses as necessary.
- Finds resources for online activities and keeps resources up to date. Checks and tests activities for functionality, readability and formatting.
- Organizes online activities in weekly sections in online and blended Moodle courses according to lesson plans and ISSofBC online and blended program guidelines and style guide.
- Provides notes in weekly sections to support and advise blended and online instructors.
- Sets up groups, activity completion and access restrictions to keep students on track in PBLA skill building lessons.
- Assists in support of new blended and online instructors and students as required. Help create support resources such as screencast how-to videos and PBLA how-to documents with screenshots. Help new students in the student training courses.
- Communicates with instructors and OTC about updates to PBLA lessons or to report/respond to issues. Checks emails and online messages submitted by instructors regarding questions and issues with existing activities or resources and responds in a timely and professional manner.
- Update ISSofBC Student website the website, including updating links, finding new links, and finding or developing new interactive H5P and Articulate Storyline activities for the website.
- Maintains LINC YouTube video channel.
- Keeps abreast of current EAL and online teaching techniques and LINC program developments by participating in internal and external professional development (PD) events; shares learning with colleagues through staff meetings and internal PD as required; completes PD preparation assignments as required.
- Manages PBLA sections (e-portfolios, inventory, SNAP, autobiography) for online only classes.
- Performs other related duties as required.

Head office: 2610 Victoria Drive Vancouver, BC V5N 4L2

T: 604-684-2561

www.issbc.org

ISSofBC's offices are situated on the unceded and ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓w̓ʷmesh (Squamish), Səl̓ilwətaʷ/Selilwitulh (Tsleil-Wauthuth), Qw'ó:nt'l'an (Kwantlen), q̓ icəy (Katzie), kw̓ikw̓əʷəm (Kwikwetlem), Qiq̓Éyt (Qayqayt), θenascəwaʔ təməxʷ (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

What You Bring:

Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution, and Moodle Course Creator Certificate (or equivalent), and a minimum of two (2) years' recent related experience teaching EAL to adults OR an equivalent combination of education, training and experience. Knowledge of Canadian Language Benchmark competencies and PBLA lessons. Experience teaching English to newcomers is an asset.

What Makes You a Change Maker

- Ability to communicate effectively in both written and oral English.
- Demonstrated cultural competency and commitment to working effectively with diverse populations.
- Strong analytical skills and attention to detail and demonstrated ability to prioritize, organize and complete tasks with minimal supervision.
- Demonstrated ability to remain current in online teaching and EAL best practices, including CLBs and PBLA
- Demonstrated proficiency with current technology tools, online learning platforms and social media resources.
- Demonstrated ability to remain current in the area of research, development, implementation and learning about online tools and Moodle platform/updates.
- Ability to set and maintain boundaries with staff and students and manage self-care.
- Possession of and the ability to maintain a clear provincial Criminal Record Check.

ISSofBC Value Proposition

- Starting Salary Range: **\$29.12 - \$32.04** per hour. *Dependent on education, training, experience, and internal equity.
- Accrued vacation and other paid leave benefits based on eligibility.
- Extended health and dental benefits upon joining for employees working 17.5 hours per week or more.
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP).
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and innovative workplace with opportunity for new approaches.

We acknowledge Indigenous Peoples on whose territories we are privileged to work, welcome and support newcomers, including immigrants, refugees and students. We honour the Nations who have always cared for these lands, waters, and air. In line with ISSofBC's commitment to equity, we promote inclusive employment opportunities for women, Indigenous Peoples, people with disabilities, persons of diverse sexual orientations, gender identities or expressions (2SLGBTQI+), and racialized individuals. Guided by our values of Purpose, Improvement, Belonging, and being Genuine, we strive to create a collaborative environment where diverse perspectives and unique strengths are celebrated.

Applications must include Job ID (Please see job IDs above for details (highlighted in yellow) **)** **All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

For Internal Applicants – existing employees and volunteers, please indicate **"INTERNAL <job ID number + Location>" please see job IDs above for details highlighted in yellow >"** in the subject line. Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. Closing Date: **March 14, 2025.**

If You are Passionate about Making a Difference, Apply Now!