



Job ID #: 25025-LINC Moodle Resource Writer
Position: LMS/Moodle Resource Lesson Writer (2 roles available)
Program: LINC Vancouver
Position Details: Temporary full-time position (hybrid), Monday through Friday at 35 hours per week, starting on April 2025 until March 31st, 2026
Posting Date: Friday, March 07th, 2025
Closing Date: Friday, March 14th, 2025

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:

With the direction from Lead Instructional Coordinator (Lead IC) and Online Technology Coordinator (OTC), develops engaging, high-quality, lessons for LMS/Moodle that align with the LINC program's curriculum, CLB guidelines, and are PBLA-aligned.

How You'll Make a Difference

- With the support of the Lead Instructional Coordinator and Online Technology Coordinator, creates clear, engaging and interactive lessons for Moodle platform tailored to various CLB levels/ PBLA.
- Collaborates with the Instructional Coordinators' team, LMS development team to align lesson content with program goals and address any curriculum adjustments.
- Regularly reviews and updates lessons and resources to maintain relevance and alignment with current curriculum, learner needs, CLB levels and feedback received.
- Keeps abreast of current EAL and online teaching technologies and LINC program developments by participating in internal and external professional development (PD) events; completes PD preparation assignments as required.
- Performs other related duties as assigned.

What You Bring:

Degree from a recognized university and a certificate or diploma from a TESL Canada recognized training institution; formal or informal experience in adult ESL curriculum and development; minimum of three (3) years' experience teaching ESL to adults in the LINC program and knowledge of Canadian Language Benchmark competencies/Portfolio Based Language Assessment (PBLA) and associated resources, OR an equivalent combination of education, training, and experience.

What Makes You a Change Maker

- Demonstrated ability to prioritize, organize, and complete tasks with minimal supervision and ability to meet tight deadlines.
- Ability to take direction and work in teams and have strong initiative.
- Ability to communicate fluently and accurately in both written and oral English.
- Demonstrated cultural competency and commitment to working effectively with diverse populations.
- Strong analytical skills and attention to detail.
- Demonstrated experience with the development of resources/materials targeting Lit- CLB 6 learners, curriculum design principles and ESL teaching methodologies.
- Ability to set and maintain boundaries with staff and clients and manage self-care.
- Able to travel locally to meet with other project staff, community partners and conduct focus groups may be required.
- Possession of and the ability to maintain a clear provincial Criminal Record Check.

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), Skwxw̓7mesh (Squamish), Səl̓ilwətaʔ/Selilwitulh (Tsleil-Wauthuth), Qw'ó:nt'l'an (Kwantlen), q̓ icəy (Katzie), kwikwəʔəm (Kwikwetlem), Qiq̓Éyt (Qayqayt), ʔenasçəwəʔt̓ təməxʷ (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

ISSofBC Value Proposition

- Starting Salary Range: **\$29.12 - \$32.04** per hour. *Dependent on education, training, experience, and internal equity.
- 105 hours of vacation and 35 hours of personal leave.
- 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 2025-LINC Moodle Resource Writer. 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 2025-LINC Moodle Resource Writer** 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!