



Job ID #: 25066-LCC
Position: ESL Instructor
Program: BC Safe Haven
Position Details: Temporary, part-time, hybrid position at 13.25 hours per week starting as soon as possible until March 31, 2026 (with a possible extension)
Location: Vancouver (Terminal)
Posting Date: July 29, 2025
Closing Date: August 12, 2025

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

Summary:

Imparts basic to advanced English skills, as assigned, to adult ESL students while supplementing their knowledge and understanding of local social and cultural norms. Monitors their progress and submits reports in a timely and mutually acceptable manner.

How You Will Make a Difference:

- Guided by current CLB document(s), teach CLB-aligned skill-building language and settlement lessons to adult refugee claimants.
- Develop daily and long-term lesson plans to meet student needs and achieve identified objectives. Prepare lesson materials and deliver CLB and PBLA-aligned task-based lessons (PBLA only required for CLB 1-4 core courses) consistent with the program guidelines.
- Where applicable, develop appropriate tasks and portfolio-based language assessments and skill-using tasks consistent with current PBLA practice.
- Deliver lessons in-person and/or online using established online platforms.
- Provide feedback to students, referring them to the appropriate resources. Resolve any student issue/problem in a manner consistent with the program guidelines/policies, proactively seeking help from the Instructional Coordinator/Manager as needed.
- Prepare and submit timely and accurate class records including daily lesson notes and reports on students' daily attendance, periodic assessments, evaluations, and progress reports.
- Collaborate proactively with other Program staff in addressing /resolving common issues and creating mutually relevant action plans for students.
- Promote community programs, services, events, and volunteering opportunities for students to continue practicing English and engage in the community.
- Actively participate in the professional development activities offered by the program. Stay current with EAL and online teaching techniques; complete PD preparation and follow-up assignments as required.
- Perform 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; relevant and recent experience in Adult ESL Education; working knowledge of Canadian Language Benchmark competencies and associated resources. Experience teaching settlement English and training/experience in implementing PBLA an asset, where applicable (CLB 1-4 core courses); experience teaching multi-level and online classes is an asset. A current Criminal Record check is required.

What Makes You a Change Maker:

- Proven ability to design and implement appropriate lesson plans for online students and adapt to a blended (in-person and online) class; demonstrated ability to identify and address student needs for in-class, online and blended teaching models.
- Competence with Teams and online teaching platforms is a must. SmartBoard experience is preferred.
- Demonstrated cultural competency and commitment to working effectively with diverse populations.
- Possession of and the ability to maintain a clear provincial Criminal Record Check.

ISSofBC Value Proposition

- Expected Hiring Salary: **\$29.12 – \$32.04** per hour. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually. We are a proud and certified Living Wage BC Employer. Our current total compensation package continues to meet the requirements of living wages in BC to support our employees.
- Paid vacation and personal leave granted based on eligibility.
- Employee and Family Assistance Program (EFAP).
- Employer RRSP contribution at 3% with no required employee contribution. Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and supportive workplace with opportunity for innovation and development.

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 <25066-LCC> in the subject line and can be sent to: jobs@issbc.org. **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 <25066-LCC>** 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: August 12, 2025

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

