



# Muslim Community Services

## LINC COORDINATOR (EVENING)

**Part Time Contract Position - 20 Hours per week**

**Office Hours: Monday to Friday – 3:30 PM – 7:30 PM**

**Location: Peel Region**

**Muslim Community Services (MCS)** serving immigrants, newcomers and the broader community within the Peel region. Our programs are designed to help the individuals in their early settlement, employability and skills development. Your position as a LINC Coordinator (Evening) will be to supervise, support and enhance the programs and services to meet the ever increasing and changing needs of LINC participants.

### **RESPONSIBILITIES**

- Supervise LINC Instructors, Childminding, administrative staff and volunteers
- Support LINC instructors in participants' assessment and their advancement to higher levels
- Ensure effective implementation of program based on Canadian Language Benchmarks including lesson planning
- Collect program statistics and related information and prepare monthly statistical and other related reports for MCS and its funders
- Basic ability to read and interpret financial statements and prepare expenditure budgets
- Evaluate staff' performance on a yearly basis and provide recommendations to management
- Monitor programs and delivery of classroom teaching methodology to ensure curriculum requirements are achieved
- Create and maintain a list of supply teachers and childminders and arrange substitutes as needed
- Monitor Teaching and childminding staff that they adhere to Ontario LINC Curriculum Guidelines, Canadian Language Benchmarks and CMAS (Childminding Monitoring Advisory & Support) respectively
- Teach LINC classes in emergencies or as needed
- Collect, tabulate and prepare program statistics and other information as required to prepare monthly reports and submit to LINC Manager for his/her review. Report outcomes on HARTS
- Evaluate and provide recommendations to improve program delivery to the LINC Manager
- Consult with Lead Childminder regarding the development of the children's program
- Plan and implement appropriate staff development activities
- Assist LINC Manager in the preparation of annual funding proposal by providing appropriate and required information
- Reports to LINC Program Manager or designate
- Any other responsibility prescribed by the Board or that is complimentary to the position

## **QUALIFICATION/SKILLS**

- Post Secondary Education in Social Services or Non Profit Management with a minimum of 2 years management or related experience in the settlement sector
- Minimum 3 years proven experience in LINC program or related field
- TESL certificate from a recognized institution with current TESL Ontario Certification and membership is an asset
- Demonstrated experience in supervising and evaluating performance of employees
- Knowledge of legislation, policies and issues relating to immigrants and refugees
- Experience working with youth and families; strong understanding of related issues
- Knowledge of community services, programs, resources and outreach practices
- Excellent verbal and written communication, problem solving, conflict resolution and consensus building skills
- Ability to work in multi-office environment and meet deadlines
- Computer proficiency and knowledge of iCAM or HARTS reporting, Microsoft Word, Excel, Outlook, Access and PowerPoint. Knowledge of HARTS System
- Ability to develop workshops, provide training and facilitate group sessions
- Excellent presentation, report writing and cross-cultural communication skills
- Skills and experience in conducting research and needs assessment
- Ability to work independently and co-operatively as a team player
- Experience in convening and facilitating meetings
- Understanding issues facing immigrants/newcomers in Peel region
- Flexible to work evenings or weekends if and when required
- Must have own transportation and a valid driver's license for job related travel
- Immediate availability a definite asset.

---

**This is a part time contract position ending on March 31<sup>st</sup>, 2011 with a possibility of renewal**

---

**Please mail, fax or email resume along with a cover letter referencing MCS-JC-0035 by July 25<sup>th</sup>, 2010 to:**

Human Resources Department  
Muslim Community Services  
150 Central Park Drive, Suite 304  
Brampton, ON L6T 2T9  
Fax: 905-874-6100  
Email: [mcsjobs@muslimcommunity.org](mailto:mcsjobs@muslimcommunity.org)



IS AN EQUAL OPPORTUNITY EMPLOYER AND COMMITTED TO EMPLOYMENT EQUITY

*(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)*