



## **Position Title: Integration Literacy Coordinator**

### **Purpose of the Position:**

This position focuses on non-formal literacy and language learning for permanent residents to Canada. The successful candidate will closely work with integration service groups to identify the literacy and essential skills needs of permanent resident families with young children, youth, adults, and seniors and design appropriate programs for them. The program will build language and literacy skills, while providing relevant resources, tools, and ongoing support.

### **Scope:**

Location: Yellowknife  
Reports to: Executive Director  
Team: Works collaboratively with other Literacy Council staff  
Reach: Makes decisions of a professional nature and provides expertise, information, resources and training to support the delivery of community-based integration literacy, language and learning programs

### **Background:**

The NWT Literacy Council is a not-for-profit organization with a mandate to promote and support literacy and essential skills development in all the official languages of the NWT. One of the key roles of the NWT Literacy Council is to provide support to build community capacity to deliver and sustain local programs and services. The principles of community development and local ownership that reflect the literacy and essential skill needs of families, youth and adults in the communities guide our services.

## **Duties and Responsibilities**

### **Research, develop and deliver a range of literacy and learning programs for newcomers to Canada with low literacy skills**

- Research and analyze family literacy, non-formal adult programs, youth programs, such as photo story and photo voice, and seniors' literacy and language programs that may be relevant to newcomers in Yellowknife.
- Design and develop projects that support and promote non-formal literacy, essential skills and language learning, in collaboration with integration service groups in Yellowknife.

### **Provide outreach and support to newcomers**

- Develop and maintain relationships with the newcomer community.
- Coordinate and collaborate with other individuals, literacy organizations, integration service groups, businesses and government agencies.
- Liaise with other integration service groups that provide support to newcomer families.

### **Promote and share information on integration issues, and the services of the NWT Literacy Council**

- Promote NWT Literacy Council newcomer activities with other groups and organizations, media and the general public.
- Provide information on non-formal literacy and language developments in Canada and elsewhere.
- Build and maintain positive working relationships with existing and potential sponsors, funders and partners.
- Attend committee meetings and working groups related to the project.
- Work with other staff on communications materials related to promotional projects.
- Oversee the distribution of project materials.

## **Demonstrate accountability for responsibilities**

- Monitor programs in other jurisdictions to develop programs that are relevant and meaningful to newcomers to Yellowknife.
- Assist the Executive Director to develop proposals related to settlement and provide project reports as required.
- Provide Executive Director with project updates and discuss issues as they arise.
- Collect relevant statistics and data to measure project outcomes.
- Evaluate the strengths and weaknesses of projects and implement appropriate changes.

## **Other**

- Other duties as assigned

## **Skills and abilities**

- Demonstrated knowledge and understanding of non-formal literacy development in the NWT
- Demonstrated ability to work in cross-cultural settings
- Demonstrated knowledge and understanding of the newcomer community
- Demonstrated knowledge and understanding of, and commitment to, participatory community development approaches
- Strong facilitation and consultation skills
- Excellent written and verbal communication skills
- Excellent interpersonal skills to deal with individuals and groups with varying interests and backgrounds
- Strong research skills
- Able to develop and maintain a team approach among individuals and groups to achieve common goals
- Able to develop materials and deliver information using plain language
- Able to develop and deliver effective presentations
- Knowledge and understanding of integration and the newcomer community
- Demonstrated knowledge and understanding of social media

## **Education and Experience** (Equivalencies will be considered)

- A post-secondary degree or diploma in education, adult education, social work or community development, or equivalent
- Training in family literacy or equivalent
- 3 –5 years of experience in settlement work, preferably in the NWT
- Experience or training that supports the ability to research, write, facilitate and develop resources
- Experience working effectively with communities and other groups and individuals
- Knowledge of and ability to use MS Office, Email and Internet
- Valid driver's licence and use of a vehicle required

## **Environment**

- Job requires considerable sensitivity to local community and cultural factors
- Job requires a high degree of motivation and initiative to maintain progress and momentum
- Job requires ability to manage multiple projects
- Able to travel occasionally
- Able to work some evenings and weekends

## **Equipment Used**

### Computers

- Word processing
- Spreadsheets and databases
- Internet browsers for research
- E-mail
- Desktop publishing

### Fax Machine

- Sending and receiving faxes

### Copier

- Making copies

### Scanner

- Making digitized copies of materials

### Telephone

- Consulting with various individuals

## **Position of Trust**

This is a position of trust. The successful candidate must pass a Criminal Records Check.