

FRENCH SECOND LANGUAGE PROGRAM COORDINATOR POSITION

The Regional Association of West Quebecers (RAWQ) is seeking a Coordinator for its French-Second Language Training Program. As part of its mandate to serve the interests and needs of the English-speaking community of the Outaouais Region, RAWQ has recently received a grant to create a French-Second-Language (FSL) course for English-speaking adults who are seeking to improve their French language skills for personal and/or professional purposes.

The course will be offered in many different areas of the region, from as far as Shawville, Wakefield, Buckingham and Val des Monts, to the City of Gatineau. Teaching facilities (to be determined), will be offered in collaboration with the Western Quebec School Board (WQSB) and other community organizations in the region. The Coordinator position is intended to facilitate communication between RAWQ and the many community organizations, and to coordinate the deployment of French teachers throughout the network of established sites.

Responsibilities:

1. Communicate with the Western Quebec School Board and negotiate access time to classrooms for the delivery of the courses;
2. Recruit and hire FSL teachers in collaboration with the Executive Director of RAWQ;
3. Seek course participants in collaboration with RAWQ and WQSB;
4. Ensure the availability of material and pedagogical resources for the Program;
5. Coordinate and supervise the deployment of French teachers throughout the site network;
6. Establish curricula for the FSL courses in collaboration with the FSL teachers recruited;
7. Create and manage an FSL course schedule;
8. Maintain records of student numbers and participation rates;
9. Track the hours worked by each FLS teacher and manage payroll; and
10. Provide monthly progress reports for the Executive Director of RAWQ.

Qualifications:

- Bachelor's degree in a relevant area, preferably Education (if a degree is from another country, Canadian equivalency is required);
- Strong understanding of adult teaching methods and andragogy;
- Superior organization skills; and
- Experience working in community or volunteer organizations.

Job Type: Full Time

Salary: to be negotiated based on skill and experience

Please, send your application (Cover Letter and CV) to aco@westquebecers.ca no later than March, 28th, 2018

We thank all applicants for their interest, however only those selected for an interview will be contacted.