

In the Loop

Web

The [Surrey White Rock Literacy Task Group](#) helps you stay in the loop on literacy news, events, and resources. Please share this information with your colleagues and networks.

We can present to your team on what literacy is, how it affects your organization and how your clients can benefit from the Literacy Task Group's programs and services. Contact us to learn more.

PROGRAMS AND EVENTS

- [Workplace English for Temporary Foreign Workers](#) at Surrey Libraries.
- Get free professional project management help for your project at the [PMV Day of Service](#) on April 25, 2024. Non-profits, charities, or social profits, please email dayofservice@pmv.org to apply by March 15, 2024.
- The [National Healthcare Language Program](#)'s *Communication for Nurses* and *Communication Strategies for Patient Interactions* courses help internationally educated healthcare professionals develop the communication competencies they need to succeed in their fields.
- The PICS Seniors Resource Fair is March 14 at Dhaliwal Banquet Hall from 10:00 am to 3:00 pm. Register [here](#) or at 604-596-7722 x 109. Poster attached.
- The Decoda Pre-conference offers three all-day professional development options in *Plain Language*, *Working Effectively with Indigenous Peoples® Training*, and *Financial Support for Non-Financial Managers* on April 17. [See full workshop descriptions.](#)
- White Rock Rotary is accepting book donations for their upcoming [Rotary Book Sale](#). Donate your books 24/7 at the Blue Bin on the North side of the Rotary Fieldhouse, at 2197 148 St, Surrey.

RESOURCES/PRO-D/NEWS

- [Canadian Resources for ESL](#)
- [How to Advocate for Plain Language](#)
- Literacy Unlimited has an adult literacy [Resource Hub](#).
- Did you know you can borrow [Books in World Languages](#) at Surrey Libraries? Please [visit or call your local branch](#) for more details.
- Chilliwack Learning Society is looking for an English as an Additional Language Program Coordinator. Job posting and description of services is attached.

LITERACY AND INFORMATION PROCESSING

Is your brain still sluggish from the time change? Wake it up with this Stroop (not to be confused with the Dutch syrup) Test from [SharpBrains.com](#).

[Learn more about the Stroop effect.](#)



PTCS

www.pics.bc.ca

*Free Support
to Live & Work
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SENIORS RESOURCE FAIR 2024

Join us at the Seniors Resource Fair and discover resources dedicated to enhancing your life as a senior! Meet local community organizations focused on improving your health and social connections.



Date

14 March 2024



Time

10:00am - 3:00pm



Location

Dhaliwal Banquet Hall

8166 128 Street #230

Surrey BC, V3W 1R1



Register Now





Chilliwack
Learning
Society

English as an Additional Language Program Coordinator
Part-time Contract Position

Position Summary:

Reporting to the Board of Directors, this position is responsible for the English as an Additional Language (EAL) Program, which provides literacy services for adult English language learners.

The coordinator will oversee the planning, implementation, and evaluation of all aspects of the program to ensure quality services are delivered in an environment guided by the principles of equity, diversity, and inclusion for EAL adult learners.

The Coordinator will recruit and provide training and ongoing support for volunteer tutors.

The Coordinator will recruit, assess, and match adult learners with volunteer tutors.

The Coordinator will engage in community planning and development while working to promote partnerships and service coordination.

Qualifications:

- Educational background in adult education, adult literacy, or a relevant human services field
- Experience working with English language learners
- Minimum two years' experience working within a community development or adult literacy field
- Experience in project management, fiscal reporting, and grant writing
- Experience working in a cross-cultural environment
- Ability to manage time and prioritize tasks effectively
- Preference will be given to applicants with a TESOL Diploma, recognized adult education or literacy practitioner credential, or
- An equivalent combination of relevant education, training, and experience

Skills & Knowledge required:

- Best practices in adult learning principles
- Best practices in remote and online learning practices and platforms
- Community outreach and capacity building
- Learning assessments and goal setting
- Volunteer management
- Knowledge of Canadian Language Benchmarks and/or LINC Program is an asset

Duties and Responsibilities:

Program-level activities

- Work closely with the other CLS contractors to develop and implement the annual work plan
- Recruit, orient and train volunteer tutors
- Ensure the provision of volunteer tutor training, support, and feedback on an on-going basis
- Recruit and assess new learners and match learners with appropriate volunteer tutors and/or groups

- Facilitate the provision of appropriate spaces and environments for learning one-on-one, small group, or online, as required
- Provide on-going assessment of learners and monitoring of tutor/learner matches
- Complete all grant reporting requirements and submit as required
- Other duties and activities as required within the scope of the program in accordance with funding agencies

Community-level activities

- Engage with networks, agencies, organizations, institutions, and correctional centres in order to build partnerships and program awareness by promoting the Chilliwack Learning Society and the EAL program in the community
- Participate in local, regional and provincial committees, meetings, professional development events, and conferences as required

Board-level activities

- Produce and provide regular EAL program progress reports to CLS board and the Chilliwack Literacy Committee
- Participate in program reviews, strategic planning activities, celebratory, promotional, and fund-raising events as required

Finances

- Prepare funding proposals for board input and approval, and submit in accordance with funder guidelines
- Develop the EAL program annual budget for submission to the board, attending any budget meetings required
- Oversee and manage all expenditures related to the program budget as set out in grant guidelines
- Monitor expenses and submit monthly invoices

Remuneration: \$30.00 per hour (13-17 hours per week average, not to exceed funding budget)

Mileage is paid at .64 per km, and will be part of the agreed budget

Funding is from the Province of BC's Community Gaming Grants program.

For the purposes of this contract, you are an independent contractor and not an employee, agent or partner of the Chilliwack Learning Society

Please submit your cover letter and resume to:

Annette Williams, Literacy Outreach Coordinator at literacyoutreach@chilliwacklearning.com

Closing Date: April 5, 2024

**Chilliwack Learning Society
English as an Additional Language (EAL) Program Coordinator
Description of Services 2024**

The EAL Program Coordinator agrees to:

- Work closely with other CLS contractors and committees to implement the EAL portion of the annual work plan.
- Recruit potential volunteer tutors, orient, ensure the provision of EAL volunteer tutor training, and assist with practicum placements.
- Provide support feedback and encouragement to EAL volunteers to ensure retention.
- Recruit and assess new EAL learners and match learners with appropriate volunteer tutors, coordinate space for learning and support all parties through the learning process.
- Prepare funding proposals and reports for task group and board input and approval.
- Monitor EAL volunteer tutor and learner matches.
- Promote CLS programs in the community.
- Complete all EAL portions of funder(s) reporting requirements and submit by the due date.
- Build local partnerships in the community.
- Participate in local, regional and provincial committees, meetings, professional development events and conferences as required.
- Develop an annual EAL budget by November. Submit the budget to the Treasurer and Executive Assistant and attend any budget meetings required for completion of the budget.
- Monitor expenses and submit monthly invoices by the 5th working day of each month.
- Produce and provide regular EAL financial and plan progress reports to CLS board and the Chilliwack Literacy Committee.
- Prepare for and schedule conversation circles, schedule facilitators, facilitate when necessary.
- Supervise and work closely with volunteers, when and if required.
- Manage work schedule to complete duties within the allotted budget.
- Manage inventory of CLS EAL books and resources.
- Other duties as required within the scope of the appropriate funding proposals as required.