



Learning Enrichment
FOUNDATION

Program Assistant -
Innovative Language Learning Initiatives (ILLI)

Internal and External Posting

The Learning Enrichment Foundation provides a multidisciplinary and holistic set of supports to members of our community including those who are: in transition, new to Canada, out of the workforce, and a host of other individual circumstances, including learning, physical and/or psychological disabilities.

In September, LEF will launch the Innovative Language Learning Initiatives (ILLI) project that will develop knowledge around innovative service delivery models focused on improving newcomers' language outcomes. Over a two-year period, it will consist of designing, delivering and testing a pay-for-performance (PFP) language training model and evaluating its impact on newcomers' attainment of language outcomes and their overall settlement experience.

We are looking for a client-oriented individual with strong communication, organizational, administrative and teamwork skills to join the Innovative ILLI team. In this role, you will support the data collection/entry, logistics of research activities. You will also ensure an efficient flow of communication between program staff, maintain records, support database management, assist with documentation including filing, reporting and budgeting. This position will also play a key role in the enrolment process of clients in the new language training programs and maintaining client database systems up-to-date.

As a key member, you will be working with a dedicated team of professionals, who are highly committed to our community and who support employment and settlement needs, develop employer and community partnerships, and are all strong leaders in their fields of expertise.

Your Expertise:

- Proven effective administrative experience or equivalent in a not-for-profit environment
- Proficiency in office procedures and bookkeeping
- Efficient and capable of handling multiple work assignments
- Excellent customer service skills
- Proven experience maintaining data and records with accuracy and confidentiality
- Commitment to ongoing professional growth and development
- Excellent organizational skills relating to planning and record-keeping
- Excellent teamwork, interpersonal, organizational and time management skills
- Solid computer software skills & practical experience in Microsoft Word, Excel, Power Point, database management and other software programs
- Comfort with ambiguity and interdisciplinary approach to solving complex problems
- Capacity to identify and articulate potential problems and provide possible solutions in a concise and clear manner
- Adaptable to changing hours and locations



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- The Learning Enrichment Foundation places a high value on lived experience. Personal experience with poverty, unemployment, homelessness, disabilities and/or similar challenges is strongly considered an asset

Your Application

Interested candidates should email their resume and covering letter as one document to ceteam@lefca.org. Please include in your covering letter your experience strengthening the assets and skills of people with diverse challenges. Please note that this is a part-time position with varying hours ranging from 17 to 25 hours per week.

Posting Date: August 28, 2018

Closing Date: September 15, 2018

We will contact you should we decide to move forward with your submission.

The Learning Enrichment Foundation is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodations, please contact Elisa Martinez-Reyes at emartinez@lefca.org.