



**Program Coordinator -
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 solid analytical, project management, communication, organization and teamwork skills to coordinate the activities of the ILLI Project. This position will be accountable for coordinating the research, development, testing and evaluation of the PFP language model. This includes day-to-day operations of research and data collection activities, coordinating staff and resources, planning and performing project activities, on-going engagement and communication with external partners, overseeing the development and delivery the program curriculum, and program reporting and evaluation.

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:

- Related University Degree, TESL Ontario Certification is an asset
- Highly developed writing, editing, presenting and facilitating skills
- High level of critical and logical thinking and analysis
- Ability to understand the context of a program and how it affects program planning, implementation, outcomes, and evaluation
- Demonstrated research and analytical skills
- Prior experience with project evaluation and action planning based on evaluation findings
- Ability to educate program staff and partners about evaluation concepts and methods
- Solid outreach, promotion and marketing skills
- Demonstrated project management experience
- Excellent organizational skills relating to planning and record-keeping
- Excellent teamwork, interpersonal and networking skills
- Understanding of current language training models, trends, challenges and opportunities
- Experience in LINC program education and PBLA is an asset
- Comfort with ambiguity and interdisciplinary approach to solving complex problems



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- Capacity to identify and articulate potential problems and provide possible solutions in a concise and clear manner
- 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 full-time position.

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.