



**Join Our  
Team!**

**CANADA'S BEST  
EMPLOYERS**

**Forbes  
2023**  
POWERED BY STATISTA



## **English Second Language (ESL) Program Coordinator Full Time Downtown Community Hub, 301 Vaughan Street**

Are you passionate about community, education, and wellness? Our ESL Program helps adults who are new to the community learn English language skills while ensuring their children are cared for in a safe and comfortable environment. As the coordinator of the program, you will ensure language training standards are met, ensure quality child care is provided, lead a multidisciplinary team, and complete administrative functions.

**Submit your cover letter  
and resume by March 24,  
2023 to:**

Sedat Cavdar,  
Director, Newcomer Services  
[sedat.cavdar@ymanitoba.ca](mailto:sedat.cavdar@ymanitoba.ca)

*The Y is committed to providing an inclusive environment where diversity is welcomed and encouraged. If you require accommodation during any part of the recruitment or selection process, please don't hesitate to reach out. This includes providing you with alternate formats of this posting.*

*The Y is entrusted to provide a safe environment for children and vulnerable individuals. All applicants will be thoroughly screened through a review process including Police Record Checks with Vulnerable Sector Search and Child Abuse Registry Checks.*

*If hired, prior to your start date and as a condition of your employment, you will be required to provide proof that you are fully immunized against COVID-19 or have a valid exemption.*

*We thank you for your interest; however, only applicants selected for an interview will be contacted.*

### **Why work at the Y?**

- You make a difference in a participant's life everyday
- Great people and dynamic work environment
- Complimentary individual Y membership
- We pay most of your benefit premiums
- 5% employer-matching pension plan
- Many opportunities for growth and advancement

### **Are you the right fit?**

- Exceptional at developing and supporting a team of staff and volunteers
- Foster positive relationships with participants, families, and those related to administering the program
- Provide activities and experiences that meet the needs of the newcomer children
- Assist ESL Teachers in providing language instruction according to best practices
- Register and orient new students/children to program
- Maintain reporting system for government funders and complete internal financial reporting
- Ongoing evaluation and improvement of both language training and child care components of program

### **What else do you need?**

- Degree or diploma in related field
- 2-4 years experience leading a team to success
- 1+ year of experience managing, planning, and evaluating a related program
- 1-3 years of child care experience preferred
- Early Childhood Educator II, preferred
- Preference for applicants with experience working with newcomer families
- Knowledge of Adult Education, TESL/TEFL, Immigration and Settlement, and Early Childhood Education
- Emergency First Aid and CPR Level C (can provide)
- Caring, compassionate, patient and understanding

**If you want to work with great people and make a difference,  
then the Y is the place for you!**

