



Internal/External Job Posting

Language Assessment and Counselling Coordinator

LASNS' mission is to provide services which are designed to lower barriers and increase access to language programs in the community by offering streamlined, fast and reliable language assessment, language counselling and referral services.

LASNS is seeking a full-time (open to job share arrangements) Coordinator, Language Assessment and Counselling responsible for coordinating and supporting both the on-site and itinerant language assessors/counsellors and conduct language counselling on-site and itinerantly and remotely and assess using CLB assessment tools, as required; and develop, tailor and deliver young adult language counselling information.

Ensuring effective delivery and evaluation of language counselling services by:

- Helping language counsellor(s)/assessor(s) to cultivate a welcoming testing environment
- Scheduling remote assessors and supporting itinerant assessors
- Ensuring that itinerant assessors and on-site assessors understand and follow testing and referral procedures
- Administering the CLBLA, CLBA and CLBPT assessments on site and itinerantly, as required
- Training and supporting remote assessment proctors and liaising with proctor sites, as needed.
- Tailoring language counselling materials to the needs of young adults
- Preparing and keeping updated information about informal options for practicing English for follow-ups
- Liaising with adult learning programs, guidance counselors and instructors to facilitate smoother transitions for young adult learners between programs,

including information sessions, building relationships with stakeholders, focus groups

- Ensuring that all materials and information shared during language counselling is up-to-date and relevant
- Following up with clients or ensuring it is being done after the assessment to determine that learners are getting adequate information about available language programs
- Informing the director about learning trends among participants

The ideal candidate for this position will have the following:

Education:

- Bachelor's Degree
- Qualified to assess using CLB tools

Experience:

2 years' experience using CLB assessment tools

Or 2 years relevant coordination experience in an adult language learning setting

Experience with language counselling an asset

Experience working cross-culturally

Experience working with adult learners

Experience with group facilitation and delivering services face to face and/or online

Knowledge:

Knowledge of language learning options in NS for adult EAL learners

Knowledge of Canadian Language Benchmarks

Skills:

Strong written and verbal English communication skills

Ability to work independently and as part of a team

Strong time management and organization skills

Proficient with MS office applications

35 hours per week from October 1st to March 31st, 2018.

Position is subject to funding.

To apply: Email your resume and cover letter to erin@lasns.info, please put the name of the position in the subject line.

Closing date: September 18th, 2017