

Instructor, Goodfish Open Campus

Faculty of Education and Cultural Arts

Location:	Goodfish Campus	Job number:	24-031
Position type:	Part-time (0.5) term from August 2024 until June 2025	Posting date:	August 26, 2024
Salary:	Commensurate with education and experience	Closing date:	Until a suitable candidate is found

ABOUT THE POSITION

Portage College is actively hiring a Program Facilitator to implement foundational learning programming reflective of both the needs of the community and the needs of participants enrolled in the program. The primary responsibilities of the Program Facilitator are to strengthen foundational adult skills in an environment that supports and fosters growth and self-confidence. Responsibilities also include:

- Preparation and delivery of English Language Arts 10, 20, 30
- Develop exams, quizzes, and other evaluation material for students.
- Assist with curriculum development and/or revision.
- Monitor and assess student progress, and provide feedback as needed.
- Work collaboratively with the program's success coach, and the community.

QUALIFICATIONS AND EXPERIENCE

- Bachelor of Education
- Applicants should have a congenial personality that is consistent and builds trust with learners and staff.
- Excellent communication and organizational skills and the ability to work with minimal supervision.
- Knowledge of Indigenous culture and ideally previous experience working in Indigenous communities.
- Self-motivation to learn, to be flexible, and to be open to constructive feedback.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Strong computer skills, specifically with MS Office Suite.
- Successful applicant will be required to provide a current vulnerable sector police information check.

ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society. If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to careers@portagecollege.ca. If you have any questions, call us at **780-623-5747**.

Please note we do not accept third-party resume and cover letter submissions. The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

