

LINC Resource Coordinator Columbia College

Columbia College is currently looking for a highly organized and detail-oriented **LINC Resource Coordinator** for a term specific contract to support the day-to-day operations of its Language Instruction for Newcomers to Canada (LINC) program. This role is essential to ensuring the smooth delivery of the program by supporting facilitators, students, and administrative functions.

Key Responsibilities:

- Support the development and implementation of the annual plan for the LINC program and report progress regularly to the department manager.
- Review Canadian Language Benchmark (CLB) assessments and PBLA processes, assist in assigning entry and exit benchmarks, and review student progress reports and Master Marksheets.
- Recommend student movement between levels and maintain systems for managing assessment artifacts.
- Coordinate and prepare classroom resources needed by facilitators.
- Liaise with students and assist facilitators in addressing student concerns, including attendance issues.
- Conduct student orientation sessions, including technology training and troubleshooting for Columbia's online platforms.
- Support facilitators with organizing community connection activities such as inviting guest speakers and organizing field trips.
- Assist with the creation, revision, and maintenance of program-related documents and support program logistics.
- Collect, analyze, and report on quantitative and qualitative data related to program outcomes on a quarterly basis.
- Handle phone and email inquiries from stakeholders, students, and staff in collaboration with the admin team.
- Support the childcare registration in coordination with administrative staff.
- Ensure accurate and timely entry of attendance and assessment data in the databases.
- Provide information to prospective students and support their onboarding process.

Qualifications and Experience:

- Previous experience working in a LINC program is required.
- A Bachelor's degree in education or a related field, with a TESL/ESL certificate, is preferred.
- Strong organizational, communication, and problem-solving skills.
- Proficiency in Microsoft Office Suite (Teams, Word, Excel, PowerPoint).
- Ability to work both independently and collaboratively in a team environment.

This is a four-day-per-week (32 hours) position with potential opportunities for career growth within the organization. If you are a motivated professional committed to supporting newcomers in their learning and settlement journey, we invite you to apply with sending your resume to Mehdi Soleimani, Manager of Columbia College Immigrant Centre for Foundational Skills Training at mehdi.soleimani@columbia.ca

We thank all applicants for their interest in this position. Please note that only shortlisted candidates will be contacted for an interview.

Further Details:

- **Job type:** Part-time, Term Specific Contract
- **Schedule:** 32hrs per week, Monday through Thursday, primarily during the day, with the possibility of evening shifts if needed.
- **Location:** in person, Columbia College
- **Application deadline:** September 8, 2025
- **Expected start date:** September 15, 2025, or earlier