



India Rainbow Community Services of Peel (IRCS)

JOB POSTING

Job Position: Computer Instructor
Job ID #: 0510CI
Status: Casual position - 6 - 10 hrs per week
(3.30pm – 5.30pm, Mon - Fri)
Rate of Pay: \$15.00 per hour
Location: Brampton
Reports to: LINC Manager

India Rainbow Community Services of Peel (IRCS) is a charitable, non-profit, community based organization. Our services are non-religious and non-political. Our mission is to provide culturally and linguistically appropriate services to the Peel immigrant community, enabling integration and supporting their settlement, social services, health, and educational needs.

Position Summary:

Reporting to the LINC Manager, the Computer Instructor will be responsible for the delivery of computer training to new immigrant adult learners who wish to commit time and effort to the development of their computer literacy skills in a Windows-based environment, with the primary aim of building or upgrading their computer knowledge in order to enhance their qualifications for employability within the Canadian workforce.

Qualifications and Skills:

- Comprehensive knowledge of MS Office applications and the Internet or an equivalent combination of skills and training.
- Possession of strong communication and interpersonal skills with an ability to effectively work with learners from a variety of linguistic and ethno-cultural backgrounds.
- Experience with managing and effectively instructing and motivating adult learners with the goal of imparting knowledge and skills in the proper use of Windows-based computer programs, specifically Microsoft Office (Word, Excel, Access, PowerPoint and Publisher) and the Internet and Email.
- Proven expertise in the development of curricula that is responsive to the learning needs of adults from diverse ethno-cultural backgrounds.
- Must be friendly and patient with beginner computer users.
- Excellent English; oral and written communication skills. Additional South Asian language skills an asset.
- Demonstrated sensitivity to working in a culturally diverse environment.
- Teaching experience is an asset, but is not required.

*Qualified individuals should forward their resume & cover letter quoting Job Position and ID # referenced above by **4:30 PM, June 04th, 2010** to:*

Hiring Committee

India Rainbow Community Services of Peel
3038 Hurontario Street, Suite 206, Mississauga, ON L5B 3B9
Email: hr@indiarainbow.org *Fax:* 905-275-6799 *Web:* www.indiarainbow.org

We thank all applicants for their interest; however, only those candidates selected for an interview will be contacted.

