



Immigrant Women Services Ottawa
Services pour femmes immigrantes d'Ottawa

INTERNAL/EXTERNAL JOB POSTING

Position: English Conversation Circle Facilitator

Job Type: Part-time (20 hours/week), September 2026–September 2027, Hybrid. This is a temporary position covering maternity leave.

Reports to: The Manager, Settlement and Integration Services

Salary: \$27.30 per hour. A comprehensive benefits package including health, dental, RRSP, and generous leave entitlements

Application deadline: September 14, 2026

About IWSO

Immigrant Women Services Ottawa (IWSO) is a community-based agency serving immigrant women.

IWSO's mandate is to:

- Empower immigrant and racialized women to participate in the elimination of all forms of abuse against women and their children.
- Provide culturally responsive services to facilitate immigrant women's access to community and mainstream services.
- Deliver programs to assist immigrant women in their journey to attain their full potential.

Position Summary

The English Conversations Circle Facilitator prepares and facilitates informal English Conversation Circles for immigrant and racialized women who are learning English as a second language.

Main Responsibilities

- Prepare lesson plans, learning materials, and handouts that support English conversation and English as a Second Language (ESL) learning for newcomer, immigrant, and racialized women.
- Recruit students in collaboration with the Settlement & Integration Services Manager and counsellors to meet targets established by funders.
- Create and maintain a safe, effective, inclusive, and empowering learning environment.
- Use professional discretion in managing learners and addressing classroom needs.

- Maintain accurate attendance records in the database.
- Develop promotional materials and flyers and implement a dissemination plan to support student recruitment.
- Prepare reports and other documentation as required by the Settlement & Integration Services Manager.
- Assist in the monitoring and evaluation of the program.
- Participate in all staff meetings, IWSO professional development sessions, and external meetings as required.
- Participate in external activities, including information sessions, workshops, and community events.
- Contribute to the overall functioning of the agency and perform other duties as assigned by the Settlement & Integration Services Manager and/or the Executive Director.

Qualifications

- Post-secondary education and a minimum of 2 years of relevant experience.
- Previous experience teaching ESL (English as a Second Language) would be an asset.
- Excellent English communication, interpersonal, organizational, and problem-solving skills.
- Excellent facilitation skills and experience working with diverse communities.
- Experience working with immigrant, refugee, and/or racialized communities using an anti-oppressive, trauma-informed, and culturally responsive approach.
- Advanced knowledge of and experience with online platforms, computer applications, and database software (e.g., Google Suite and Microsoft Suite).
- Ability to assess priorities, manage responsibilities, and work with minimal supervision.
- Ability to work effectively within a multicultural and multidisciplinary team.
- A Police Record Check for the Vulnerable Sector is required as part of the hiring process.

Application Process

Qualified candidates are invited to submit a cover letter and résumé by September 14, 2026, 6:00 pm.

Interested candidates can apply online using the link below:

<https://immigrantwomenservices.bamboohr.com/careers/30>

IWSO welcomes and encourages applications from members of equity-seeking groups, including but not limited to candidates who are racialized, indigenous, LGBTQ+, and people with disabilities. We thank you in advance for your interest. Only candidates selected for an interview will be contacted.

IWSO is committed to providing accommodation throughout the recruitment process. If you require accommodation at any stage, please contact us at infomail@iwsoc.ca, and we will work with you to meet your needs.