

INSTRUCTOR (BILINGUAL), SPECIALIZATION PROGRAM



icrcrc
IMMIGRATION CONSULTANTS OF
CANADA REGULATORY COUNCIL
CRCIC
CONSEIL DE RÉGLEMENTATION DES
CONSULTANTS EN IMMIGRATION DU CANADA

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Career Opportunity: Instructor (Bilingual), Specialization Program

About the Immigration Consultants of Canada Regulatory Council (ICCRC)

ICCRC is the national regulatory body that promotes and protects the public interest by overseeing regulated immigration and citizenship consultants and international student advisors. ICCRC establishes effective policies, practices and procedures to regulate and educate immigration professionals.

Industry

National Professional Self-Regulatory Body

Position

JOB TITLE:	Instructor (Bilingual), Specialization Program
Department:	Professional Standards, Research, Education and Policy
Reports to:	Manager, Professional Standards and Education
Language Requirement:	Bilingual (English and French)
Location:	Burlington, Ontario
Classification:	6-month part-time contract (approx. 260 hours), with possibility of extension

Why join us?

Do you want to be part of a team that strives to improve the quality of Canada's fast-growing immigration/citizenship consulting profession? If you share our passion and purpose, please consider applying for the opportunity below to become part of a team that makes a difference.

How will this role support our team?

The instructor is responsible for organizing and delivering a high-quality Specialization Program to ICCRC licensees in an online and instructor-led learning environment.

Reporting to the Manager, Professional Standards and Education, the instructor will facilitate courses and assess learner competence through our competency-based curriculum and a variety of assessment and scoring tools. Similarly, the instructor will also identify and document potential revisions to the Specialization Program for continued quality improvement purposes.

Responsibilities Include (but are not limited to):

- Contribute to the delivery and revision of the Specialization Program (SP) curricula.
- Facilitate and deliver SP courses in English and French in an online environment.
- Act as the subject matter expert for the content of all courses delivered.
- Plan and organize instruction in ways to maximize participant learning.

- Facilitate live tutorials with simulated participants and learners.
- Lead online discussions about the course material via online discussion boards during office hours.
- Respond to learner comments and questions and evaluate learner assessments.
- Maintain records on learner progress/grades and participate in Progress Review Panels.

This role will support our team by providing:

- Superior facilitation, communication (verbal and written), interpersonal and organizational skills
- Presentation of conceptual and practical aspects of the curriculum to learners, while respecting diverse backgrounds, experience and individual learning needs
- Ability to speak and present clearly and simply, and to tailor the language level to the intended audience
- Ability to monitor and influence learner engagement and adjust teaching methods accordingly
- Critical thinking skills coupled with the ability to problem solve
- Self-motivation, resourcefulness and flexibility
- Task and time management skills
- Fluency in both official languages (English and French)

Required Education and Experience

- Two years' experience representing clients and practising in front of the Immigration and Refugee Board of Canada (IRB).
- Certification as a Regulated Canadian Immigration Consultant (RCIC). Candidates licensed with the Law Society of Ontario as a lawyer or paralegal may be considered, provided they demonstrate a thorough understanding of the RCIC scope of practice.
- Bachelor's or master's degree in Adult Education, Social Sciences, Business Administration or Law.

What We Offer

- Work Location: During the COVID-19 pandemic, in order to keep all our candidates safe, ICCRC is hiring and onboarding 100% remotely for the time being.
- The opportunity to build a career of value and witness firsthand the impact ICCRC has as a national regulatory body.
- A culture of transparency, where team members are involved in important conversations.
- Access to the Employee and Family Assistance program.

How to Apply

Click [here](#) to upload your resume and brief cover letter indicating why you feel you are fit for this role.

ICCRC is an equal opportunity employer. We welcome applications from persons legally entitled to work in Canada, who represent the diversity of our nation, and whose qualifications meet the skills and experiences we seek. We are committed to providing equal opportunities to all candidates and to meeting the needs of people with disabilities. Should you be contacted regarding an employment opportunity and require an accommodation for a disability, we will be pleased to work with you to identify how we can best support you through this process.

The successful candidate will be required to undergo a criminal background check.

While we thank all applicants for their interest, only those identified for further consideration will be contacted.