



## JOB POSTING

POSITION: **COMPUTER INSTRUCTOR**

Employment Projects of Winnipeg Inc., a government funded, not for profit organization, is seeking a Computer Instructor to fill a part-time evening position. This position is 3 hours per day 5:30 p.m. – 8:30 p.m. with some flexibility, Monday to Thursday with availability for weekends if required for the period beginning as soon as possible in January 2008 to March 31, 2008.

Reporting to the Computer Coordinator, the Computer Instructor will be responsible for the delivery of computer training to 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 with the Canadian workforce.

Full job description available upon request.

Qualifications:

- Post-secondary education or an equivalent combination of skills and training
- Demonstrated proficiency in the instruction of basic computer skills utilizing Windows-based programs as well as the Internet
- 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 large groups of clients with the goal of imparting knowledge and skills in the proper use of Windows-based computer programs and the Internet notably Windows XP, Word, Excel, Access, PowerPoint and Publisher. Knowledge and experience in Simply Accounting and AccPac would be an asset.
- Proven expertise in the development of curricula that is responsive to the learning needs of adults from diverse ethno-cultural backgrounds

Submit Resume in strictest confidence to Computer Training Coordinator by Monday, December 24, 2007. Resumes may be submitted via email to [sajid@epw.ca](mailto:sajid@epw.ca) or Faxed to 944-9918 or mailed to Rm 990 – 167 Lombard Avenue, Winnipeg, Manitoba R3B 0V3.