



**KINGSTON LITERACY & SKILLS (KL&S)  
Language Instruction for Newcomers to Canada (LINC)  
100% Online Instructor, part-time, contract  
(1 position available; 15 hours per week)**

Kingston Literacy & Skills is a non-profit community organization. With professional, knowledgeable staff and dedicated volunteers, we deliver essential skills upgrading, workforce preparation, and English Language instruction to youth (18+) and adults in Kingston and the surrounding communities.

Do you have a passion for supporting others to achieve their goals in education, employment, and independence? If you want to work with a great team that strives to change lives through learning, then consider a career with KL&S.

We are currently seeking a part-time, contract instructor for the Language Instruction for Newcomers to Canada (LINC) program. LINC is a program that provides free English language and Canadian culture training to adult newcomers with protected status, including Government Assisted Refugees, Privately Sponsored Refugees, and others. As a LINC instructor, you are responsible for planning, delivering instruction, and assessing learner progress toward language acquisition in reading, writing, listening and speaking. Learners attending LINC class have extremely limited English skills.

This opportunity is to deliver the LINC program to 100% online learners. Classes are synchronous, using Zoom and other digital tools. There are no in-person meetings with learners. Instruction and assessments align with the PBLA (project-based learning assessment) framework required by Immigration, Refugees and Citizenship Canada.

LINC Instructional Level: CLB 2

**Required Qualifications:**

- TESL Ontario certified (earned) or certification in progress, or equivalent earned ESL certification
- Demonstrated English-language proficiency at or above CLB 7 or native English speaker
- Minimum of two years teaching experience, preferably with adults and/or newcomers
- Minimum of one year of online teaching experience with adults
- Excellent digital skills, and proficiency in using communication platforms and digital learning tools and strategies
- Excellent communication and interpersonal skills, and ability to use a variety of strategies to communicate with adult learners with little-to-no English language skill
- Understanding of barriers to success and literacy needs for adults with limited previous formal education
- Demonstrated respect for principles of equity, diversity, inclusion, and antiracism
- Demonstrated ability to be creative and flexible in planning for instruction
- Clear Vulnerable Sector Criminal Record Check (CPIC)
- Current authorization to work in Canada and current residency within Ontario
- Reliable high-speed internet access is required

**Considered an Asset:**

- Bachelor's Degree in English or Education or equivalent qualification
- Bilingualism is an asset—particularly in Arabic, Spanish, Swahili, or Mandarin
- Lived experience as a newcomer, language learner, or racialized person
- Previous completion of PBLA training and/or Avenue training
- Experience working in a multicultural and diverse environment

KL&S is located in Kingston, Ontario. This position can be either 100% remote or staff can be accommodated to work in person at KL&S. All instruction is delivered 100% online.

**15 per week:** Monday through Thursday morning classes from 9:00am –12:00 pm, 3 hours of instructor per day and three hours weekly of paid discretionary non-instructional time (ex: planning time, student communication).

Salary: \$30.00-\$35.88 per hour, depending on experience, plus 4% vacation pay and paid sick leave allowance. This position is contract ending March 31, 2027. A renewal of contract may be offered for April 1, 2027, without competition, based on performance and funding.

Start date for this position is **immediate**.

**Consideration of qualified candidates will take place on an ongoing basis in the order that applications are received. This position is open until filled.**

Interested candidates should submit a resume and cover letter to  
KL&S Operations/Hr Manager, Megan McMonagle,  
mmcmonagle@klsread.ca  
Website: [www.klsread.ca](http://www.klsread.ca)

KL&S hires on the basis of merit and is strongly committed to equity and diversity within its community. We welcome applications from racialized persons/visible minorities, women, Indigenous persons, persons with disabilities, ethnic minorities, and persons of minority sexual orientations and gender identities, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process. If you require accommodation in order to participate as a candidate in the recruitment.

Thank you to all applicants for their interest in KL&S. However, only those selected for an interview will be contacted.