WHY WORK FOR CARLTON TRAIL COLLEGE?

Do meaningful work. Build your future. Enjoy more time for what matters.

- **Competitive Compensation**
  Competitive salaries that recognize your **skills, experience and contributions**.
- **MEPP Pension**
  Participate in the **Municipal Employees' Pension Plan (MEPP)** — a defined-benefit pension plan designed to support your financial future.
- **Benefits from Day 1**
  Access a **comprehensive benefits package from your first day of employment**, supporting your health and well-being.
- **Meaningful Work**
  Be part of an organization that **helps learners build skills, achieve their goals and strengthen communities across Saskatchewan.**

English Language Training Coordinator *Competition #2627-32*

Classification:	Non-Instructional
Wage:	Level 7
Position Description:	Attached
Category:	0.80 FTE, Permanent
Start Date:	as soon as possible
Hours of Work:	Field (7.5hrs/day)
Location:	**Dependent on successful candidate (within Carlton Trail's region)**

This competition will close on **November 22, 2026**. All applications received on or before that day will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

careers@carltontrailcollege.com

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0

POSITION SUMMARY

The English Language Training Coordinator is an in-scope position reporting to the Strategic Enrolment & Foundational Learning Manager. The incumbent is primarily responsible for administering literacy services, with an emphasis on English Language Training (ELT), throughout the College's region; providing support to clients and learners, primarily those with low literacy rates; and representing the College to a variety of stakeholders.

DUTIES AND RESPONSIBILITIES

English Language Training (ELT):

- Coordinate the development and delivery of a sustainable English language services for the College
- Implement and maintain ELT programs and services
- Develop and maintain a tutor network
- Research and develop grant and project proposals under the direction of the Strategic Enrolment & Foundational Learning Manager
- Provide ongoing assessment and evaluation of learners and ELT programs as required
- Collaborate with Program Coordinators and other College staff to provide input on the development of ELT plans and targets
- Represent the College at local, regional, provincial and federal English language events and forums
- Manage the College's ELT portfolio, including the management of resources to effectively deliver ELT services region-wide
- Assist and advise in the marketing and promotion of the College's ELT programs
- Responsible for the federal request for proposal process and ongoing contribution agreement management
- Create and manage the ELT budget, including negotiating with federal and provincial funders
- Maintain appropriate records and statistical information as required
- Responsible for the timely and accurate submission of statistical and narrative data to all funders as required.
- Oversee/ensure timely entry of student data into appropriate databases
- Liaise with community organizations and service providers in support of ELT
- Engage regional stakeholders to promote ELT.

Services and programs support:

- Support staff and instructors in addressing student English language issues
- Manage the College library of ELT and program resources
- Provide supervision to instructional staff by orientating, training, supervising, evaluating, and supporting them on an ongoing basis.
- Other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven organizational skills that allow handling multiple tasks associated with a region-wide program, while at the same time ensuring that specific details are dealt with in a timely fashion
- Proven ability to practice effective time management and prioritize work
- Knowledge of modern managerial practices, office procedures, and business communication
- Demonstrated problem solving skills
- Demonstrated communication skills, including written and oral, and effective public relations skills
- Demonstrated supervisory skills in managing and evaluating people, handling problems and resolving conflict
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments
- Intermediate computer skills in word processing, spreadsheet software, email and internet applications
- Experience working with adults and experience in Literacy would be an asset
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements, or cultures
- Demonstrated ability to set high standards for oneself and others, and accepting responsibility for all actions
- Demonstrated knowledge and experience with online curriculum delivery and its associated technologies is preferred
- Exemplifies the College's cultural values of accountability, respect, commitment, innovation and integrity

EDUCATION

The minimum relevant knowledge or formal training essential to perform the functions of this position is a relevant bachelor's degree or equivalent. This education would typically provide knowledge in program development, budgeting, proposal writing, critical thinking, analytical and research skills.

EXPERIENCE

The amount of practical related experience required is two years. This experience would typically provide skills required to negotiate with partners, dealing with sensitive situations, skills in time management, supervision, leadership, and budgeting. Experience must also include the ability to effectively communicate as well as demonstrated interpersonal, critical thinking and evaluation skills. Must have the ability to function in a cross-cultural environment.

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check that is satisfactory to Carlton Trail College.