

LINC Manager (12 Months Contract)

JIAS Toronto is a not-for-profit corporation dedicated to helping immigrants with resettlement in the Greater Toronto Area. JIAS Toronto assists lawfully admitted immigrants and refugees in meeting basic financial, social, legal, and other requirements of immigration. We work to advance the well-being and social integration of newcomers by providing a full range of outreach, support, counseling, training, and referral resources.

We are seeking a LINC Manager to oversee the Language Instruction for Newcomers to Canada (LINC) program across multiple GTA locations. This role ensures program effectiveness, compliance with funding requirements, and alignment with other settlement services. The LINC Manager collaborates with another LINC Manager to maintain consistency and continuity across sites.

RESPONSIBILITIES:

- Oversee daily operations, scheduling, student screening, and program logistics.
- Ensure compliance with Immigration, Refugees, and Citizenship Canada (IRCC) guidelines and reporting requirements.
- Develop strategies for program growth and site expansion.
- Prepare for IRCC audits and ensure regulatory compliance.
- Supervise and support LINC instructors, administrative staff, and childminders.
- Provide professional development and training opportunities.
- Collaborate with internal teams and external stakeholders to enhance program services.
- Represent JIAS Toronto's LINC program in meetings with funders and community partners.
- Track program performance and submit reports to funders.
- Manage the LINC program budget in collaboration with the Finance Manager.
- Lead grant applications and funding proposals for sustainability.
- Conduct program evaluations and implement improvements based on best practices and newcomer needs.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Bachelor's degree in Education, Public Administration, or a related field.
- Minimum of 3 years of experience in program management within settlement services or adult education.
- Experience in LINC or ESL programs and IRCC-funded initiatives preferred.
- TESL Ontario certification is an asset.
- Strong leadership, organizational, and problem-solving skills.
- Ability to work across multiple locations and provide backup leadership when needed.
- Excellent collaboration and stakeholder engagement skills.
- Proficiency in financial management, grant applications, and reporting.
- Knowledge of Portfolio-Based Language Assessment (PBLA).