



## **SEAMSTRESS INSTRUCTOR and PUBLIC COURSE COORDINATOR JOB Description**

EcoEquitable is an Ottawa based non-profit and social enterprise. Through Sewing for Jobs we provide unemployed and underemployed women sewing training in a safe and supportive space. This program builds confidence and community while breaking down barriers that contribute to long-term unemployment. We also provide mentoring, language support, and employability assessment in order to be a bridge to a sustainable livelihood and long-term employment.

EcoEquitable also runs a full complement of public sewing courses for hobby sewists. Through public courses we are able to reinvest in our social programming while growing a community of local sewers.

### **QUALIFICATIONS**

- Experience in sewing instruction
- Ability to instruct a multi-level group of trainees
- Advanced knowledge of the use of and domestic sewing machines (industrial machine experience an asset)
- Experience in garment construction, repairs/alterations
- Ability to work both independently and with a multi-disciplinary team
- (Preferred): Knowledge of and experience with group dynamics and group facilitation approaches, adult learning, and cross-cultural communication. Good verbal and written communication skills in English and French (preferred).
- High level of organizational and time management skills

**Job Title:** Instructor, Sewing for Jobs

**Reports to:** Executive Director

**Pay Rate** \$20-\$25 p/h, depending on experience, 37.5 hrs/week, benefits available, permanent position

**Contact** Anouk Bertner, Executive Director  
Send resumes to [anouk@ecoequitable.ca](mailto:anouk@ecoequitable.ca)

### **Job Summary:**

The Instructor will be responsible for training adult participants of varying levels during a 4 month "Sewing for Jobs" sewing course as well as taking on the role of Lead Teacher for public courses. Following a detailed curriculum, the Program Instructor will teach, support and assist sewing trainees in their progress towards becoming professional seamstresses.

### **Specific Areas of Responsibility:**

- Coordinate all the sewing training for the training course.
- Plan and facilitate sewing training for participants, a minimum of 3 hours per day, 5 days a week including some evenings and weekends
- Assist participants to improve their sewing skills in garment construction, Repair/Alterations and Home Décor.
- Request sewing supplies and machine repair/parts as needed.
- Ensure participant adherence to policies and procedures in accordance with the applicable legislation EE policies, City of Ottawa requirements, and demands of the funders of the project.
- Perform ongoing assessment of trainee progress and assist the Program Manager/Executive Director in project data collection.
- Maintain appropriate project documentation (curriculum updates, exams, attendance, handouts).
- Administration and coordination of Public Course delivery in collaboration with ED, Content Strategist, and Program Manager
- Liaise with Public Course teachers and students to ensure effective course delivery
- Teach 2 Public courses per semester
- Perform any additional relevant tasks and duties as assigned by the Executive Director.

**General Areas of Responsibility for all Staff:**

In addition to the specific key job responsibilities identified below, each position at EcoEquitable Inc. (EE) is also responsible for:

- working in a manner that preserves confidentiality and privacy and seeks to minimize risk
- working in a manner consistent with the EE's mission and values
- respecting and valuing the diversity of communities and individuals
- working in a manner consistent with principles of equity and anti-discrimination
- working in a manner that complies with all relevant legislation
- contributing to EE's activities to collect, analyze and report on data
- supporting EE's student and volunteer placement programs
- promoting awareness of and participation in EE's activities
- contributing to safe and healthy work practices for EE staff and colleagues
- contributing to EE's practices of hiring, orienting and training of staff

Application deadline: March 19<sup>th</sup>, 2018

Start date: March 5, 2018

Please apply with your CV and a CL to [Anouk@ecoequitable.ca](mailto:Anouk@ecoequitable.ca)