



## English Language Tutoring for the Ottawa Community *Volunteers Helping Newcomers*

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### VOLUNTEER POSTING

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#### BOARD OF DIRECTORS MEMBER

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<b>Reports to:</b>	Board of Directors
<b>Commitment:</b>	Ongoing - minimum 2 years
<b>Availability:</b>	Mainly evenings; some flexibility
<b>Language Preference:</b>	English
<b>Number of Positions Available:</b>	3-4
<b>Location:</b>	Ottawa - East (meetings currently held online)
<b>Deadline to Apply:</b>	August 6, 2021
<b>Application Process:</b>	Please submit a cover letter and resume to - <a href="mailto:admin@eltoc.ca">admin@eltoc.ca</a>

**We encourage applications from qualified people of all backgrounds, including members of visible minorities, Aboriginal peoples, and persons with disabilities.**

**We thank all those who express an interest in this volunteer opportunity; however, only those selected for an interview will be contacted.**

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The Board of Directors of English Language Tutoring for the Ottawa Community (ELTOC) is seeking several Members to join the Board of Directors for its highly motivated, committed, achievement focused and service-oriented organization.

#### **English Language Tutoring for the Ottawa Community**

Since 1991, English Language Tutoring for the Ottawa Community (ELTOC) has been providing individualized and accessible home-based English as a Second Language (ESL) tutoring to eligible adult newcomers who cannot attend regular ESL classes by matching them to trained volunteers in the community. The organization is funded by Immigration, Refugees and Citizenship Canada (IRCC) through its Language Instruction to Newcomers to Canada (LINC) program. ELTOC makes a significant difference in the lives of newcomers each year, helping them to gain confidence and community ties that help them to integrate into Canadian Society. In response to Covid-19, ELTOC has been delivering its program online since March 2020. See [www.eltoc.ca](http://www.eltoc.ca) for more information about ELTOC.

#### **Applicant Requirements**

ELTOC is looking to recruit dedicated individuals who share our vision of building a strong, inclusive, multicultural community to join our volunteer Board of Directors. The ideal candidate will have:

- A commitment to ELTOC 's mission, vision and objectives
- A collaborative and teamwork approach
- Effective communication skills
- Willingness to commit approx. 6-8 hours per month including for Board meetings (usually held the 3<sup>rd</sup> Thursday evening of the month) plus some flexibility to attend committee meetings and occasional events
- Skills or knowledge in one or more of the following areas: finance, governance, social media and communications, planning, policy development and management, program evaluation, legal matters or fundraising
- Understanding of the challenges faced by newcomers to Canada (e.g., second language acquisition, settlement, etc.) and commitment to advancing the opportunities and capabilities of newcomers



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- Previous experience with a non-profit Board or community group is an asset

#### *Details*

**Good for people interested in:** Governance (Boards, Committees); Accounting and Finance; Policy; Communications; Fundraising

**You will be working with:** Diverse people; Visible Minorities; Newcomers; People with disabilities or medical conditions; Women; Men

**Organization category:** Education

#### *Volunteer Considerations*

**Time it will take to contact applicants:** 1-2 weeks

**This position would be great for:** New Canadians; Retired persons; Persons returning to the workforce; Persons with a disability; Persons committed to diversity and inclusion

**Vulnerable sector check required:** No

**Police record check required:** Yes

For further information, please feel free to contact Rashed Nabi, Chair, Nominations Committee at 613-834-4144.

#### *Contact*

Rashed Nabi  
613-834-4144  
[admin@eltoc.ca](mailto:admin@eltoc.ca)