



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

VOLUNTEER POSTING

SECRETARY, BOARD OF DIRECTORS

Reports to:	Board of Directors
Commitment:	Ongoing -minimum 2 years
Availability:	Mainly evenings; some flexibility
Language Preference:	English
Number of Positions Available:	1
Location:	Ottawa - East (meetings currently held online)
Deadline to Apply:	August 6, 2021
Application Process:	Please submit a cover letter and resume to - admin@eltoc.ca

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.

The Board of Directors of English Language Tutoring for the Ottawa Community (ELTOC) is seeking to fill the position of Secretary, 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 for more information about ELTOC.

Applicant Requirements

ELTOC is looking to recruit a dedicated individual to join our volunteer board of directors in the position of Secretary who shares our vision of building a strong, inclusive, multicultural community. The ideal candidate will have:

- A commitment to ELTOC 's mission, vision and objectives
- A collaborative and teamwork approach
- Effective communication skills
- Excellent writing and recording skills
- Willingness to commit approx. 6-8 hours per month including for Board meetings, usually held the 3rd Thursday evening of the month plus some flexibility to attend 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 or fundraising



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

In addition to the general responsibilities outlined in the Board member role description, the Secretary will:

- Capture accurate minutes from board meetings
- Ensure minutes are completed and distributed in a timely manner
- Contribute to development of board meeting agendas
- Ensure that the records and books of ELTOC are being properly kept and maintained.

Details

Good for people interested in: Governance (Boards, Committees); Administration; Record keeping

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

Qualified candidates are invited to submit a cover letter and resume to admin@eltoc.ca by August 6, 2021. All submissions will be reviewed; however, only those candidates selected for an interview will be contacted.

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