



ELTOC Board Member Recruitment

The Organization:

English Language Tutoring for the Ottawa Community (ELTOC) is a not-for-profit organization that provides English language tutoring to adult newcomers, who due to various challenges are unable to attend regular English as a Second Language (ESL) classes. Tutoring is offered in the clients' homes or online on a one-on-one basis by volunteer tutors who are trained and supported by ELTOC. The core program also includes small classes for refugees which are taught by two paid ESL teachers who operate as independent contractors.

There are currently seven paid employees including: an Executive Director/Program Coordinator, a Program Assistant, a Volunteer Services Coordinator and four ESL Education counsellors who are certified ESL teachers. The latter includes a Technology ESL Education Counsellor who provides technology support to the team in addition to supporting a small caseload of online tutor/learner matches.

The volunteer board of directors is responsible for providing oversight of the management and finances of the organization. The majority of ELTOC's funding comes from Immigration, Refugees and Citizenship Canada

For more information about ELTOC visit: www.eltoc.ca

Want to join our Board?

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. We are currently recruiting for 2 candidates who have an interest in or experience with:

- Fund Development / Fund Raising / Proposal Writing
- Human Resources
- Program Evaluation

We are also looking for someone who:

- Understands the challenges faced by newcomers to Canada (second language acquisition, settlement issues, etc.) and commitment to advancing the opportunities and capabilities of newcomers
- Has an interest in supporting ELTOC's vision, mission and objectives
- Uses a collaborative and teamwork approach



English Language Tutoring for the Ottawa Community

- Has effective communication skills
- Is willing to commit approx. 6-8 hours per month for Board meetings (usually held the 3rd Thursday evening of the month) plus some flexibility to attend committee meetings and occasional events
- Previous experience with a non-profit Board or community group is an asset

If you are interested in serving on ELTOC's Board of Directors, please send a copy of your resume and cover letter to HR@eltoc.ca by August 23, 2024.

All submissions will be reviewed; however, only those candidates selected for an interview will be contacted.

For further information, please feel free to contact HR@eltoc.ca.