



Branch Outreach Coordinator

Job Title: Online French Tutoring Program Coordinator – Alberta and NWT

Reports to: Executive Director

Duties and Responsibilities:

- Create, present and record orientations and information sessions for student participants and their parents.
- Create, present and record information and training sessions for volunteers.
- Create schedules and monitor sign-ups for both participant and volunteers.
- Create and maintain spreadsheets to monitor participants and volunteers recording sign-ups, no-shows, cancellations, total number of sessions and feedback from both parties.
- Communicate with both participants and volunteers via email and phone, including sending sign up schedules.
- Resolve technical issues as required (Logging into accounts, updating platforms).
- Monitor CPF Alberta/NWT Tutoring email account.
- Attend, participate and communicate in meetings with National & the other branches concerning the tutoring program.
- Monitor sessions - especially in the first week - to see that both participants and volunteers can log in.
- Update volunteer and participant Google drives as required (i.e. adding weekly schedule to volunteer drive, updating information such as ZOOM accounts).
- Develop the tutoring program further with partners to look at options for expanding.
- Actively promote the volunteer opportunity within Alberta and the NWT for tutors to add to our program.
- Actively promote the tutoring opportunity within Alberta and the NWT for students to add to our program.
- Communicate updates with Branch staff and provide reports for bi-weekly.

Job Requirements:

- **MUST** be able to supply a current Police Check with Vulnerable Sector.
- **MUST** be familiar with the Alberta and NWT education systems. FYI – they both currently use Alberta's curriculum.
- **MUST** be flexible to work evening and weekends as the majority of tutoring takes place during this time period.

- **MUST** be a team player and capable of working with colleagues within the office, with those that telecommute and those in offices across Canada. Currently, all Edmonton-based staff are telecommuting.
- **IDEALLY** must be fluent in both French and English as many volunteers have French as their first language.
- **IDEALLY** would have knowledge of tutoring programs – including online ones.
- Should have knowledge of the French immersion and French as a second language (Core French) programs.
- Must be able to function in a Microsoft Office environment.
- Should be familiar with online apps, including but not limited to, GoToMeetings, ZOOM, MailChimp, Jot Form, Sign-Up Genius, SurveyMonkey, Office 365 and Doodle.
- Familiarity with the following would be an asset:
 - using online databases
 - using online registration systems
 - desktop publishing
- Legally eligible to work in Canada.
- Employment would be part-time with a maximum of 20 hours per week over three to four days.
- Salary will start at \$18 per hour with review after 6 months.
- No benefits are provided with this position.

To apply or for more information:

- Email your resume or CV to CPFAB@ab.cpf.ca .
- Leave messages at **(780)433-7311 ext. 780** should you have any questions or require additional information.
- We will request references from those whom we select to interview.
- Only those selected for interview will be contacted.

Canadian Parents for French is the national network of volunteers which values French as an integral part of Canada and which is dedicated to the promotion and creation of French-second-language learning opportunities for young Canadians.