



## Employment Opportunity

### Interpreter/Assistant

**Contract Casual positions- ending Dec 31, 2022**

**Closing Date: Until suitable candidates are found**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth, and families. CBFY has spent a quarter-century serving refugees and immigrant youth and their families. Over the years we have assisted the settlement and integration journeys of tens of thousands of youth and their families: helping them through the “indispensable chapter” of their life transitions. We have consistently striven to expand our capacity to better meet these needs.

Five factors are critical to CBFY’s future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning, and positive relationships.

### Job Objective

The Calgary Bridge Foundation for Youth is seeking qualified people to join a motivated team to provide language and interpretation supports for immigrant and refugee Ukrainian youth in Grades K-12 via the ‘**Ukrainian Youth Settlement and Belonging Project – UYS&BP.**’ Under the direction of the director of programs, the program coordinator, the ESL instructor/facilitator and school-based personnel, the interpreter/assistant will assist/guide, and provide Ukrainian children, adolescents, and their families with language interpretation of oral communication as they navigate life in Canada. A major component of the work will be to assist ESL instructors/facilitators with classroom language supports in regularly scheduled after school programming in both CBE and CCSD school environments.

### Scope of Duties and Responsibilities:

- Must be available for part-time work on short-term projects (2 weeks at a time) working with an ESL instructor/facilitator in a after school classroom environment
- Work assignments may be scheduled in advance (pre-scheduled 2-week assignments for after school programs) or the morning of assignments (example: school needs/requests for interpretation during parent/school information meetings).
- Responsible for the researching, developing, and presenting of interpretive programs for Ukrainians of all ages to the institution.
- Contributes to the preparation and development of materials in support of programs.
- May represent the organization in the local community.
- Ensure that all privacy rules, regulations, and policies of the Calgary Bridge Foundation for Youth in conjunction with the Calgary Board of Education and the Calgary Catholic School District are adhered to.
- Perform other duties of ESL Instructor/ Facilitator role as needed.

***The duties and responsibilities outlined above are representative but not all inclusive. Other related duties as required.***

### Qualifications and Requirements



- Completion of Language Interpreter Training course or equivalent and are proficient in English, Ukrainian and/or Russian.
- One year of related experience working as language interpreter is an asset.
- An equivalent combination of directly related education and experience may be considered.
- Experience working with refugee and newcomer populations preferred.
- Experience working with immigrant families from diverse cultural and linguistic backgrounds.
- Experience working with children and youth.
- Experience providing instruction/direction, facilitating, and presenting to small and large youth groups.
- Reliable means of transportation to get to various program and school locations.
- A valid, up to date police/security clearance
- A valid 3-year open work permit (if applying as a CUAET resident)
- Must be available to attend paid mandatory trainings.
- Flexibility in scheduling working hours with clients to meet the needs of youth and their families

Please **submit** your resume and cover letter including salary expectations. We thank all candidates who apply. Only those selected for an interview will be contacted. The Calgary Bridge Foundation for Youth provides equal employment opportunity and encourages applications from all qualified individual. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)