



English as an Additional Language (EAL) Teacher

POSITION DESCRIPTION

Position	Contract position
Compensation	\$40.00/hour
Hours	16 – 20 hours per week
Work location	In-person at TEEC Centre Inc., (580 Victor Street, Winnipeg, Manitoba Canada)
Start date / deadline	Monday, October 5, 2026

About TEEC

The Excel Empowerment Centre Inc. (TEEC) is a community hub dedicated to empowering women, girls and children, particularly those affected by war and displacement. Through education, encouragement and wrap-around support, TEEC helps participants build confidence, strengthen their independence, pursue meaningful employment and achieve overall wellness. Our work is grounded in positive peace and reconciliation, gender equity, anti-racism, GBA Plus, trauma-informed practice and respect for the diverse strengths and experiences of our community.

Position Summary

TEEC is seeking an engaging, compassionate and skilled English as an Additional Language (EAL) Teacher to support adult learners from immigrant and refugee communities. The successful candidate will create practical, learner-centred English classes that strengthen communication, confidence and independence in everyday life, education, employment and community participation.

Key Responsibilities

Instruction and Curriculum

- Design and deliver engaging EAL lessons in speaking, listening, reading and writing for adult learners with varied proficiency levels.
- Develop practical, culturally responsive learning activities connected to daily life, employment, further education and community participation.
- Prepare lesson plans, instructional materials and learning resources that reflect participants’ goals and needs.
- Differentiate instruction and provide individualized support for learners with varied educational backgrounds, learning styles and abilities.
- Use appropriate technology and accessible learning resources to enhance instruction.

Assessment and Learner Support

- Complete intake and ongoing language assessments and establish clear, learner-centred goals.
- Monitor and document attendance, participation and progress, and provide timely, constructive feedback.
- Create a supportive and positive classroom environment that promotes belonging, confidence and active participation.
- Identify barriers to learning and collaborate with TEEC staff to connect participants with appropriate resources and referrals.
- Maintain learner confidentiality and handle participant information respectfully and securely.

Program Collaboration and Accountability

- Collaborate with the Programming and Special Projects Director, program staff, facilitators and volunteers to support consistent, high-quality programming.
- Contribute to program planning, evaluation and continuous improvement based on learner feedback, outcomes and emerging needs.
- Prepare concise progress updates and program reports, including attendance, learning outcomes, successes and challenges.
- Participate in team meetings, professional learning and community or partner activities as required.
- Carry out other related duties that support TEEC’s mission and effective program delivery.

Qualifications and Skills

Required

- Post-secondary education in Education, English, Adult Education, Applied Linguistics or a related field, or an equivalent combination of education and experience.
- Experience teaching English as an Additional Language, English language learners, adult literacy or a closely related program.
- Knowledge of second-language acquisition, adult learning principles and learner-centred instructional practices.
- Demonstrated ability to create engaging lessons for learners with different language levels and educational experiences.
- Excellent verbal and written communication, facilitation, organization and relationship-building skills.
- Experience working with immigrant, refugee and war-affected communities.
- Ability to work independently and collaboratively in a community-based, non-profit environment.
- Proficiency with Microsoft Office and digital tools used for teaching and record-keeping.

Assets

- TESL Canada certification, TESOL, CELTA, Manitoba teaching certification or another recognized EAL teaching credential.
- Experience with Canadian Language Benchmarks or other recognized language assessment frameworks.
- Experience using trauma-informed, anti-racist and culturally responsive teaching approaches.
- Experience supporting women’s empowerment, employment readiness, settlement or community integration programs.
- Fluency in a language in addition to English.

Workplace Requirements

- Must be legally entitled to work in Canada.
- Satisfactory Criminal Record Check and any other screening required for the role.
- Ability to work in person at TEEC and maintain the agreed four-day weekly schedule.

To Apply

Please submit a cover letter and resume outlining your EAL teaching experience and your approach to creating an inclusive, learner-centred classroom. Applications should be addressed to:

Mathew Joseph
Programming and Special Projects Director
The Excel Empowerment Centre Inc. (TEEC)
580 Victor Street
Winnipeg, Manitoba R3G 1R2
mathewjoseph@teec.ca

TEEC is an inclusive community committed to equitable employment. We welcome applicants who share our commitment to diversity, equity, inclusion, anti-racism and the dignity of every learner.