



## **Interpreter Training Facilitator - MCIS' Interpreter Training Programs**

MCIS Language Services is a non-profit social enterprise which serves over 1500 agencies in over 200 languages. We are committed to our mission of providing access to critical information and services through high quality language solutions. This is your opportunity to add value to a fast growing organization with a productive work culture.

Directly reporting to the Training Coordinator of the Interpreter Training programs, the Interpreter Training Facilitator is responsible for instructing students on the 28 modules that compose the program curriculum, for facilitating activities and in-class discussions among students, while taking into account the need to balance instruction, demonstration and work-time. The Interpreter Training facilitator is responsible for creating an environment where students have opportunities to observe, question and investigate material covered during each session (based on Behavioural Facilitation Methodology and the Principles of Adult Learning).

**This is a contract position based on the needs of the scheduled Interpreter Training sessions. Strong preference will be given to candidates with availability on Monday, Wednesdays and Fridays from 9:30 am to 4:30 pm.**

### **Duties and Responsibilities**

The role of the Interpreter Training Facilitator is comprised of the following:

#### **Research and Preparation**

- Review Behavioural Facilitation Methodology;
- Attend Orientation/Train the Trainer Workshop(s);
- Review learner-centered teaching approaches;
- Review Principles of Adult Learning;
- Review Translator Training Program curriculum;
- Review and prepare materials for modules assigned to facilitate;
- Familiarization with content (homework, activities etc.) on Moodle.

#### **Facilitation**

- Prepare for each session using the curriculum and materials provided by MCIS
- Facilitate training sessions using learner-centered approach, behavioral facilitation methods and adult learning principles in the classroom;
- Create a positive environment in which students are encouraged to be actively engaged in the learning process, discussions and activities;
- Adapt lesson plan and content based on needs of students and classroom dynamics.

E-mail: [info@mcis.on.ca](mailto:info@mcis.on.ca)  
Website: [www.mcislanguages.com](http://www.mcislanguages.com)  
Address: 1010 - 789 Don Mills Rd.  
Toronto, ON M3C 1T5

Main line: (416) 467 3097  
Training line: (416) 426 7014  
Toll Free line: (888) 990 9014  
Fax line: (416) 426 7118



## Reporting and Feedback

- Report any disputes, incompliance with code of conduct and any instances of harassment and/or discrimination to the Training Coordinator;
- Distribute information to complete mid and post training feedback on curriculum;
- Distribute facilitator evaluation forms to be completed by students;
- Complete facilitation survey;
- Attend Mid-Training and Post-Training feedback sessions (if applicable);
- Receive facilitator feedback collected by the Training Coordinator

## Other duties

Any other duties that are assigned that are reasonably within the scope of this position.

## Education & Experience

The Translator Training Facilitator should have:

- An MA or BA in Interpretation Studies, or
- An MA or BA in Linguistics, Literature and Languages or a related field.
- Professional interpretation experience (minimum 5 years);
- Teaching/training experience in interpretation and/or languages (2-5 years part-time minimum);
- Experience in Adult Education an asset;
- Experience with Behavioural Facilitation Methodology an asset;
- Membership or certification from a professional association an asset.

In addition, this role requires familiarity with online training management tools; familiarity with Microsoft Office, an excellent command of the English language (spoken and written), as well as familiarity with the translation industry.

**CLOSING DATE: August 30<sup>th</sup>, 2018, 9 AM.**

Qualified applicants are invited to e-mail the following documents to [training@mcis.on.ca](mailto:training@mcis.on.ca) no later than **9am on August 30<sup>th</sup>, 2018.**

- Cover letter;
- Resume;
- A copy of diploma(s)/certificate(s);
- A copy of professional membership/certification if applicable;
- A 250 word typed reflection describing your teaching philosophy: In a critical reflection, outline your personal concerns/challenges/enthusiasms regarding teaching. In framing your response outline your thoughts on learning and teaching, approaches to translation or language teaching, context issues and/or strategies to address one of the key features of MCIS' Interpreter Training Program: its language independent nature.

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- Your availability for the sessions offered in the Fall 2018 and Winter 2019 .

**Successful applicants will be contacted for a demo-style interview within 1 week of the closing date.**

*If you have any questions about the application process, please contact: [training@mcis.on.ca](mailto:training@mcis.on.ca)*

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