

WESTMAN IMMIGRANT SERVICES  
JOB POSTING



Position Title: WIS Language Center Booking Clerk  
Section: Project Department

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PRIMARY FUNCTION

Overall responsibilities include the booking of language assistants and community interpreters contracted by the Westman Immigrant Services Language Centre (WISLC) and perform necessary administrative duties.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- maintain effective booking procedures for the successful operation of a fee for service community interpreter program
- maintain established relationships with community stakeholders who use our Community Interpreter services
- work with and support the WISLC Coordinator with all aspects of the language center
- provide support to the community interpreters and language assistants so they can perform their duties efficiently
- maintain effective communication between coordinators and managers using language assistant supports in their programs
- communicate with the WISLC Coordinator regarding issues and concerns with the booking processes
- assist with collection and verification of language assistant and community interpreter timesheets
- account for program activity through a monthly report
- provide clarification to program providers, managers, and the finance department when required
- other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES

- knowledge of cross-cultural communication and the ability to work with interpreters and staff members who come from diverse cultural backgrounds
- ability to work collaboratively with management, staff members and community stakeholders
- proficient in critical thinking and problem solving
- knowledge of best practices in the field of community interaction
- effective time management skills
- excellent English oral and written communication skills

Position Details:

**Job Type:** A full-time term position until **October 22, 2022**. Extension is possible.

**Total hours of work:** The required weekly work hours for the position is **37 hours per week** within the hours of 9 a.m. to 5:00 p.m. Monday-Thursday and 9 a.m. to 4:30 p.m. on Friday.

**If you are interested in this position, please send a reply with a cover letter and resume by email, to:**  
[hr@westmanimmigrantservices.ca](mailto:hr@westmanimmigrantservices.ca)

**Deadline to apply – October 20, 2021**

*Thank you to all who apply, but only those selected for interviews will be contacted.*