



## Internal/External Employment Opportunity

### IELTS Invigilator, MOSAIC engage Surrey & Vancouver locations

#### Why you should apply with us:

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada](#) (100-999 employees), the [2020 list of Best Workplaces Managed by Women](#) and [2021 List of Best Workplaces™ in Canada](#) (100-999 employees) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

#### Join our team!

MOSAIC is seeking highly motivated and energetic individuals to invigilate IELTS tests at multiple locations.

**POSITION:** IELTS Invigilator

**DEPARTMENT:** Employment, Language, & Social Enterprise

#### ABOUT THE POSITION:

This position is responsible for executing and securing IELTS Tests to IELTS standards. Invigilation of secured tests will be at either the MOSAIC IELTS Testing Centre in Surrey, MOSAIC HQ at Boundary Road in Vancouver, or the campus of Western Community College in Surrey. Training is provided to suitable candidates. IELTS tests are conducted on Saturdays.

#### KEY RESPONSIBILITIES:

- Checking clients into the centre using COVID safety procedures
- Overseeing test room to ensure that all procedures for the IELTS test are followed
- Guiding candidates to and from their speaking appointments

#### MINIMUM QUALIFICATIONS:

- High school completion
- Good organizational and communication skills
- Experience maintaining office procedures and managing sensitive documents
- Tactful, flexible, able to multi-task



- Able to use initiative and common sense to make decisions in the absence of supervision

**HOURS:** On-call

**STARTING PAY:** \$19/hour

MOSAIC offers a competitive benefits package is provided with contracts of at least one year in length and a minimum of 17.5 hours of work per week.

**HOW TO APPLY:** Apply via email. In the subject line of your email, please type:

**“Your Name- IELTS Invigilator”**

Please submit a cover letter and resume in PDF/Word format.

Address your cover letter to:  
Hiring Team – IELTS Programs  
7134 King George BLVD  
Surrey, BC V3W 5A3

Email both the cover letter and resume to [aroberts@mosaicbc.org](mailto:aroberts@mosaicbc.org).

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of the position.

**DEADLINE TO APPLY:** Ongoing until filled

**POSTING DATE:** April 20, 2021



*MOSAIC is committed to promoting equal employment opportunities for all members of the community*