



LAKESHORE  
SCHOOL DIVISION

## **PART-TIME COMMUNITY LEARNING CO-ORDINATOR**

**Fieldstone Ventures Adult Learning Center is seeking a compassionate, organized and student-focused Community Learning Co-Ordinator to support adult learners. This is a part-time 10-month position beginning on September 9, 2026.**

This role blends instructional support, planning, and coordination to help learners succeed academically. The Community Learning Co-Ordinator works closely with all staff to ensure consistent, responsive support for adult learners.

### **Key Responsibilities**

- Provide targeted support to learners with additional learning and literacy readiness
- Assist with planning and implementing individualized learning strategies
- Support learner engagement
- Collaborate with all teachers and staff at the center
- Assist with preparation of materials, schedules and learning supports

### **Qualifications**

- Post-secondary education in the social services or educational field. This may include a certificate, diploma, or degree
- Experience working with learners with additional needs is an asset
- Strong understanding of inclusive and differentiated support strategies
- Valid driver's license and access to a reliable vehicle

**Shift:** 2 hours on instructional school days

**Salary:** \$27.60 per hour plus benefits

To apply, please forward your resume, and three references to:

### **Terri Otto**

Student Services Administrator

PO Box 100 Eriksdale, MB, R0C 0W0

Phone: 204-739-2101 Fax: 204-739-2145

Email: ottot@lakeshoresd.mb.ca

**Deadline for applications: Wednesday, June 17<sup>th</sup>, 2026, at 4:00pm**

Lakeshore welcomes applications from people with disabilities and accommodations for them may be available upon request. We thank all who apply for their interest, but only those selected for an interview will be contacted. Lakeshore School Division may contact former employers. For more details, please refer to the division's job description. Successful candidates must complete a Criminal Record/Vulnerable Sector and Child Abuse Registry check prior to commencing employment.