IMHOTEP'S LEGACY ACADEMY		**Job Category:**	Program Staff (*English or French*)
		Job Title:	*ILA Coding Coordinator (CODING & ROBOTICS)*
		Program:	*ILA Coding PROGRAM*

Location:	Halifax, Dartmouth; or vitually	**Position Type:**	Part-time (8-10 hrs/wk)
Wage Rate:	$20/hr, plus 4% vacation pay	**Travel Required:**	On site (DAL campus or school site)
Will Train Applicant(s):	Yes	**Posting Expires:**	Open until filled
Language Requirement:	English **or** Bilingual: English/French		
Submit application online via the ILA website:		https://www.dal.ca/faculty/science/imhotep/Employment_Volunteer.html	

Job Description

POSITION PROFILE

Imhotep's Legacy Academy is a university-community partnership that seeks to improve on the representation of African Canadians in science professions by providing opportunities for young learners of African descent to engage in activities designed to strengthen their science, technology, engineering and math (STEM) aptitude.

The **ILA Coding Program** is designed to provide hands-on basic computer literacy training and computer programming training to youth (gr. 6 - 12) in the Black and minority communities. Its purpose is to build their minds, knowledge, and skills while encouraging participation in higher education and equipping them for the possibility of gaining employment or pursuing entrepreneurship.

The ILA Coding Coordinator is responsible for planning and coordinating the delivery of coding instruction modules and programming activities at local program sites. She/he supervises the ILA Coding Mentor in the delivery of once-per-week sessions. She/he liaises with school administrators, participants' parents/guardians, and other stakeholders in an effort to facilitate the successful delivery of program objectives.

General Duties

- Act as a key contributor to delivering content and educational lesson plans for use in a classroom setting for the ILA Coding Program.
- Provides supervision and guidance to the ILA Coding Mentor, developing a strong teaching team to achieve program goals.
- Ensures the ILA Coding Mentor is provided with all resources and intellectual support needed.
- Builds and maintains a positive learning environment for student participants at program sites.
- Ensures efficient recording-keeping of participant data and completes all required work-activity reports and evaluations.
- Networks with all stakeholders to strengthen and enhance Program objectives.
- Ensures that both STEM education and the ILA vision are reinforced in all Program activities.

Position Requirements

- Completed at least one year of a Computer Science post-secondary education.
- Proficiency in more than one programing language such as Python, Java, C++ etc.
- Experience with computer coding/programming terminology, syntax, structure.
- Knowledge of computer hardware, operating systems, and networking basics.
- Past experience in mentoring/tutoring youth.
- Ability to articulate programming concepts in terms suitable to youth (gr. 6 - 12).
- Ability to speak French an asset for bilingual positions.
- Ability to deliver exceptional work under little supervision.
- Ability to work both independently and collaboratively.
- Must review and provide constructive feedback to Mentor regarding their delivery.

ADDITIONAL NOTES

Submit *information online* by 11:59pm **on the deadline day provided on the website**.

Email a current transcript (copy may be unofficial) to proga.imhotep@dal.ca

Condition(s):

Offer of employment is contingent upon the successful candidate passing appropriate background checks. Candidates must provide a recent Criminal (Vulnerable Sector) Background Check and Child Abuse Register Check.

Preference will be given to applicants with demonstrated interest and experience in issues affecting the education of learners of African heritage.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Job Code/ Req#:	iCOCOROPEN	Updated:	2025-08-14