



# MyLearningCoach

Educational Services that Empower and Support  
Post-Secondary Students

## Learning Coach – MyLearningCoach (Remote)

### About MyLearningCoach

MyLearningCoach (MLC) is a collective of educational professionals dedicated to ensuring full and equitable access to post-secondary education for students with disabilities. We collaborate with students and accessibility professionals across Canada to help remove disability-related barriers to learning and connect students with appropriate supports and services.

### Position Overview

We are currently seeking **Learning Coaches** to provide virtual one-on-one academic coaching, including academic strategy instruction, tutoring, and advising, to undergraduate and graduate students, using a collaborative, strengths-based framework. Coaching is student-led, individualized, and responsive to diverse learner needs.

**Priority consideration will be given to candidates with expertise supporting university-level math, statistics, accounting, business, kinesiology, nursing, massage therapy, counselling psychology, engineering, and sciences.**

### Key Responsibilities

- Provide individualized academic coaching and mentorship to undergraduate and graduate post-secondary students
- Support students with disabilities (e.g., learning disabilities, ADHD, ASD, mental health conditions) using inclusive, accessible, and strengths-based approaches
- Teach and reinforce metacognitive learning strategies, executive functioning skills, study skills, and academic writing
- Support students in:
  - Creating term plans and long-term academic roadmaps
  - Interpreting assignment expectations and grading criteria
  - Breaking down assignments into manageable steps
  - Developing outlines and completing coursework
  - Building effective study tools and exam preparation strategies
- Use students' current coursework as the foundation for coaching sessions
- Maintain regular communication through scheduled sessions and email
- Complete accurate and timely session notes after each appointment
- Communicate relevant concerns to coordinators (e.g., attendance issues, student wellbeing concerns, funding-related questions)



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## Required Qualifications

- Bachelor of Education and a graduate degree in Education or a related field
- Experience delivering individualized instruction to students with disabilities
- Demonstrated ability to support neurodiverse learners
- Strong understanding of accessible education and alignment with a social model of disability
- Excellent written and verbal communication skills
- Strong organizational skills and the ability to work independently
- Proficiency with Google Workspace, MS Office, and digital learning tools
- Availability for a minimum of 10 hours per week
- Canadian citizen or permanent resident residing in Canada
- Bilingualism in English and French is an asset

## What We Offer

- Independent Contractor role in a fully remote work environment
- Flexible scheduling (part-time or full-time availability depending on caseload)
- Competitive hourly compensation based on experience and qualifications
- Meaningful work supporting equitable access to post-secondary education
- Collaborative, values-driven professional community

## Application Process

MyLearningCoach values diversity and is committed to creating an inclusive and accessible workplace where all backgrounds, identities, and abilities are respected and valued.

To apply, please submit both a cover letter and resume via email to [hello@mylearningcoach.ca](mailto:hello@mylearningcoach.ca) or apply through the Careers section of [MyLearningCoach's website](#).

Applications will be reviewed on a rolling basis, and interviews may begin before the posting closes. Only candidates selected for an interview will be contacted.