

We're Hiring!

**Posting:
A21797**

Project Facilitator
Full-Time
(35 hours per week)

**Women Empowerment &
Employment Readiness**

Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

WEER - Women Empowerment & Employment Readiness is a program to provide comprehensive skills training delivered through a blended (online & in-person) learning model and customized related supports to vulnerable immigrant and visible minority women to empower them with the skills, knowledge, experiences, networks and resources needed to build resiliency in their economic integration in Canada.

The Project Facilitator is responsible for developing and delivering employment and employability skills training to project participants. They work closely with the project team to meet funding deliverables and outcomes as set by the funder, maintaining consistent records and tracking data to report out on participants to both the funder and Options Community Services.

HIGHLIGHTS OF KEY RESPONSIBILITIES

- Maintains a strong working knowledge of local, provincial and federal employment services, resources and a wide range of related issues and initiatives.
- Work collaboratively with Project Lead, Project Job Developer and Project Officer to ensure that project services are up-to-date, innovative and meet the needs of the clients and project outcomes/targets, including monitoring of data quality, data integrity and performance outcomes as per funder expectations.
- Organize, develop and facilitate group-based skills training that caters to women job seekers from newcomer and visible minority communities: occupational skills; essential skills; life skills; and pre-employment skills.
- Host guest speakers and content experts; create group-based learning schedules and track attendance and progress of participants.
- Work one-on-one with participants to support and strengthen self-marketing approaches including targeted resumes, cover letters, interviews, and networking.
- Meet performance measurement targets, service/intervention level targets and outcome targets.
- Participate in team-building and share information for project development in case conferences and staff meetings.

NOTE: Applicants not selected for an interview will not necessarily be notified.

Posted: 21-Feb-10

QUALIFICATIONS

Education, Training, and Experience

Must have:

- B.A. or relevant combination of education and experience.
- Career Development Practitioner Certificate from an accredited college or equivalent combination of education and experience within the employment field.
- Well-developed group and one-to-one facilitation skills - knowledgeable of small group dynamics.
- Advanced Microsoft Office knowledge/experience.
- Highly developed resume writing/editing skills with excellent knowledge of current resume trends.
- Proven experience in developing and delivering skills training sessions to job seekers via classroom and virtual settings.

Knowledge Skills and Abilities:

- Experience working with multicultural job seekers and vulnerable communities.
- Excellent knowledge of labour market trends, employment and non-employment related services in the community.
- Strong level of computer proficiency; including Microsoft Word, MS PowerPoint, internet/email, scanning skills, various virtual conference platform.
- Proficient in creating and formatting targeted resumes utilizing current industry standards.

Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.

Applicants with lived experience are strongly encouraged to apply.

CLOSING DATE: Resumes will be reviewed starting **April 29, 2021** but the posting will remain open until filled and will close without notice.

PLEASE APPLY TO: Jenny Lam, Senior Manager
Options Community Services Society

Email: **Jenny.Lam@options.bc.ca**

Please include a cover letter indicating the posting number **[#21797]** and detailed resume outlining your qualifications and related experience for the position.

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