

We're Hiring!



PROJECT FACILITATOR

Posting Requisition	<i>A22049</i>	Program	<i>Immigrant Services</i>
Job Type	<i>Temporary, Full-time until May 5, 2023</i>	Location	<i>Surrey, BC</i>
Hours of work	<i>35 hours per week</i>	Closing Date	<i>Open Until Filled</i>

Options Community Services is 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.

The Project Facilitator is responsible for developing and delivering employment and employability skills training to program participants. Project Facilitator works closely with Project Based Labour Market Training (PBLMT) project team to meet funding deliverables and outcomes as set by funder, maintaining consistent records and tracking data to report out on participants to both funder and Options Community Services.

ACCOUNTABILITIES

- Organize, develop and facilitate group-based skills training that caters to multilingual job seekers: occupational skills (including active listening, social perceptiveness and services orientation); essential skills (including oral communication, working with others and thinking; life skills (self-awareness, self-direction and self-care); and employment skills (including job search and job application techniques, resume and cover letter preparation, interview skills, job maintenance 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 program development in case conferences and staff meetings.
- Build strong connections within the community for the purpose of promoting programs and participants.
- Adhere to Policies and Standards as established in OCS Policy and Program Manuals, OCS Health & Safety Guidelines, OCS Job Description(s), written Memos/Directives, funder expectations and COA standards.
- Work as a member of the project team, maintain and develop community networks and perform other duties as assigned.

QUALIFICATIONS

Education, Training, and Experience:

- B.A. or relevant combination of education and experience in the delivery of employment related training and skills development.
- Career Development Practitioner Certificate from an accredited college or equivalent combination of education and experience within the employment field.
- Job Club Leadership and Personality Dimensions training is an asset.

We are an equal opportunity employer committed to hiring a diverse workforce

Posted: 22-April-26

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- 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 designing and developing workshops for job seekers via classroom and virtual settings.

Skills and Abilities:

- Experience working with multilingual/multicultural job seekers
- Able to identify sensitive issues and maintain confidentiality
- Must be sensitive to and respectful of cultural and lifestyle diversity
- Excellent knowledge of Labour Market trends, employment and non-employment related services in the community
- Exceptional communication and listening skills to ensure participants feel respected, heard and supported
- Strong interpersonal skills and confidence in dealing with difficult participants
- Experience in motivating and supporting participants in job search activities
- Proficient in creating and formatting targeted resumes utilizing current industry standards
- Able to organize and carry out duties with independence and professionalism
- Capable of relating to a diverse clientele and sincere appreciation for a multicultural environment
- Strong ethics around confidentiality and the ability to identify sensitive issues
- Organized and comfortable working in a multi-tasked, fast-paced environment
- Flexible and committed to working in a team to achieve sustainable outcomes and targets - 'can do', 'will do' attitude.
- Strong computer skills; highly experienced in MS Office and navigating the internet
- Second language is an asset

SPECIAL REQUIREMENTS

- Successful candidates will be required to provide a current and satisfactory Criminal Reference Check / Vulnerable Sector search preceding their start date.
- Applicants may be required to provide proof of Covid -19 vaccination.

**An eligibility list may be maintained for up to six months. Eligible applicants may be offered a casual position.*

PLEASE APPLY TO: Jenny Lam, Senior Manager, Immigrant Services
Options Community Services Society
Email: jenny.lam@options.bc.ca

Please include a cover letter clearly indicating the posting number [posting #22049] and outlining your qualifications and related experience for the position.