

**Job Posting**  
**Project Facilitator (Framework)**

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The WorkLink Employment Society has a fulltime position as a Project Facilitator (Framework Program) available up to 35.0 hours per week (Monday to Friday) in our Goldstream Avenue office located in the Westshore. This is a 13 month term position to October 30, 2019, subject to continued funding at a range of \$25.00 - \$25.90 per hour. A comprehensive benefits package is also available.

**About The Position:**

The program consists of four (4) weeks of classroom (up to 10 people in group led sessions) work including job search and may include a subsidized work experience with an employer. Activities will focus on assisting the participants to understand what they bring to the workplace and help them communicate these advantages to employers.

The Project Facilitator's main responsibilities include:

- Arrange resource speakers such as local employers, customer service trainer, first aid trainer, etc.
- Assist participants in obtaining a thirteen-week paid work experience placement. Placements should be suited to participant's skills, interests, and realistic employment goals.
- Deliver a program, which will allow participants to improve their individual coping, capabilities and which will assist them in obtaining and maintaining employment.
- Evaluate teaching methods/anticipate the need for/recommend new strategies/methods.
- Facilitate job search: labour market analysis, resume writing, portfolio development, job maintenance
- Facilitate personal development: self-awareness, building self-esteem, problem solving, critical thinking, personal image building, time management, and community resource awareness.
- Facilitate personal planning: motivation for self-sufficiency, interests and aptitudes, responsibilities/rights in the workplace, career decision making, examining long-term goals.
- Maintain information systems to track information on participants, project activities and employers.
- Negotiate work placements with employers outlining dates and location of training, job duties, expectations, evaluation processes, risk management, and monitoring arrangements.
- Refer participants to supportive community resources where appropriate.
- Submit monthly and final client program reports to WorkLink Project Supervisor and funders as required.

The successful applicant will work closely and share the workload with the other Framework Program, Project Facilitator to serve the needs of clients.

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**Knowledge, Skills and Abilities:**

- Access, interview and guide participants.
- Ability to multi-task, manage tight deadlines and thrive in a fast-paced environment .
- Change management and project management.
- Communications and public relations skills.
- Highly organized with strong administrative skills.
- Knowledge of information management and online reporting systems.
- Professional and responsible with sensitive and confidential issues.
- Superior verbal/written skills, public relations, communication, problem solving and interpersonal skills.

**Credentials/Requirements:**

- Post-Secondary University Degree or College Diploma with demonstrated excellence in Career/Employment counselling.
- Min of 2 years group workshop facilitation in a career/job search environment.
- Previous experience maintaining successful relationships with community groups, employers, government/referral agencies.
- Career facilitation/job coaching experience a definite asset.

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- **Applicants may submit their cover letter and resume to [pdoukakis@worklink.bc.ca](mailto:pdoukakis@worklink.bc.ca) no later than Wednesday, August 23, 2018 at 4:00pm.**
  - **We appreciate all applications, however only those shortlisted will be contacted.**
  - **This position is open to all interested applicants and requires a vulnerable sector criminal record check.**