POSTING

Position: Facilitator – Career Development & Job Search Workshops (1-5 days/week)
Location: Abbotsford, BC

Agora Employment Essentials[1] provides a diverse range of employment and professional development services in the Lower Mainland of British Columbia. Agora has contracted with Abbotsford Community Services in Abbotsford for this position.

Summary
Under the direction of the Program Manager and with a secondary report to the Agora Director, this Facilitator will provide relief coverage for career development and job search workshops at AbbotsfordWORKS Employment Services Centres.

Qualifications & Requirements:
1. Demonstrates a commitment to the mission and values of Agora Employment Essentials.
2. At least three years' experience facilitating diverse groups of unemployed individuals utilizing principles of Adult Education and Career Development theory.
3. Ability to administer and interpret formal and informal career assessments.
4. A degree in education, social sciences, social work or equivalent education and experience, preferably with the CCDP designation, or eligibility for it.
5. Understands and respects diversity and marginalized groups of people, appreciating that all people have the right to access services in their local community; ability to maintain client confidentiality.
6. A skilled communicator who initiates dialogue around important issues in the workplace.
7. Demonstrates resilience, flexibility, a non-judgmental approach, enthusiasm and a reflective learning style.
8. Collaborates effectively in a multi-faceted and multi-agency team to deliver a comprehensive employment program designed to meet individual needs of clients.
9. Understanding and knowledge of current employment issues, life/employability skills, and the current labour market.
10. Maintains composure and deals calmly and effectively with high stress situations.
11. Criminal record check.

Key Job Duties:
1. Facilitate Employment Program of BC career management, personal development and job search workshops; communicate with Case Managers regarding client progress during coaching sessions and workshops.
2. Administer and interpret assessments to assist participants in the career exploration and decision-making process (e.g., interests, values, skills, personality, etc.).
3. Safeguard the dignity of workshop participants by providing a safe and positive learning environment.
4. Engage youth and adult learners through a variety of instructional methods such as role-playing, group exercises, group discussions and multi-media presentations.
5. Empower participants in the creation of effective self-marketing material (i.e., resumes, cover letters).
6. Provide participants with useful resource information regarding community resources as appropriate.
7. Create a culture of feedback by proactively evaluating the participants' perception of the usefulness of services provided.
8. Provide technical support to clients using the computer/Internet resources.

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[1] Agora Employment Essentials is a division of MCC Community Enterprises Inc., a company wholly owned by Mennonite Central Committee, British Columbia (MCC BC). MCC BC is a not-for-profit society with charitable status incorporated in British Columbia and forms part of the worldwide ministry of Anabaptist churches working in the areas of disaster relief, sustainable community development and justice and peace making. For more information about MCC BC and MCC worldwide, visit http://bc.mcc.org and http://mcccanada.ca

9. Document client follow-up progress notes in electronic database as well as update individual notes in client files.

Scope of Position:
- The Relief Facilitator position reports to the AbbotsfordWORKS Program Manager, in addition to reporting to the Agora Employment Essentials Director.
- Anticipated Start date: Immediate

Application Process:
- Email Resume and Cover Letter to: John Dawson, Director of Agora Employment Essentials, jdawson@mccce.ca

Agora reserves the right to determine which, if any applicants will be contacted.