



INTERNAL JOB POSTING

Position: Facilitator/Employer Liaison – Youth Employment Program
1.8 yr contract (approx.)
Location: Abbotsford (one 5-wk cycle/year offered in Chilliwack)

Agora Employment Essentials¹ provides a diverse range of employment and professional development services in the Lower Mainland of British Columbia.

Summary:

Reporting to the Program Manager and working as a member of the team, the Program Facilitator/Employer Liaison shares responsibility for program start-up, implementation and completion.

The *Gig Project* works with at-risk youth in an entrepreneurial-type classroom setting to help them find employment and/or return to school, by providing employability skills training and work experience with local employers.

Requirements & Qualifications:

1. An understanding of the model using the classroom as a business start-up--teaching youth an entrepreneurial mindset (somewhat like a Practice Firm), simulating the activities of a real business—would be helpful, as would experience running a business.
2. Experience in teaching small groups essential.
3. Provincial Instructors certificate or degree in education, social sciences, social work an asset **or** equivalent education and experience. (Experience with life skills training an asset).
4. Counseling/coaching training and/or experience.
5. Understanding of youth and (un)employment issues (previous youth work an asset).
6. Computer skills and working knowledge of Excel, Word, and the Internet.
7. Excellent communication skills and a cheerful, outgoing personality while maintaining a professional attitude.
8. Own vehicle and Valid BC Driver's license.

Key Job Duties:

1. Liaise with community programs regarding referrals of at-risk youth.
2. Conduct participant interviews and hire participants.
3. Distribute marketing materials and promote the program to employers.
4. Coach project participants with regard to employment-related issues.
5. Provide one-on-one and group job search coaching sessions for youth.
6. Facilitate sessions with participants including life skills, employability skills, career planning and assessments, personal management skills and job search skills.
7. Sign wage subsidy agreements with employers for work experience.
8. Liaise with employers and mediate situations that arise during the work experience component.
9. Provide participants with program performance and work experience feedback.
10. Keep accurate records of participants' activities and progress.
11. Prepare regular progress reports on participants, track financial expenditures for participants.
12. Actively contribute to team building.
13. Other activities as called upon and as appropriate.

To Apply: Send your resume with a cover letter to John Dawson, jdawson@mccce.ca by **March 18, 2019 at 9:00am.**

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