



JOB POSTING

Position: Youth Coach/Facilitator – Youth Employment Programs
Location: Abbotsford, BC

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 youth employment team, the Coach/Facilitator shares responsibility for program start-up, implementation and completion.

MCC Community Enterprises works with youth in two key projects, *Youth Keep Working* and *The Gig Project* to help them find employment and/or return to school, by providing employability skills training and work opportunities with local employers.

Requirements & Qualifications:

1. Experience assisting youth across the employability continuum to prepare for and obtain employment.
2. Experience in facilitating small groups essential.
3. Provincial Instructors certificate, CDP Certification or degree in education, social sciences, social work an asset **or** equivalent education and experience.
4. Counseling/coaching training and/or experience.
5. Understanding of youth and (un)employment issues.
6. Proficiency in the knowledge and use of the Microsoft Office Suite: Word, Excel, PowerPoint.
7. Confident in the use of social media: specifically Facebook, Instagram and LinkedIn.
8. Excellent communication skills and a cheerful, outgoing personality while maintaining a professional attitude.
9. 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 and personal Management skills, employability skills, career planning and assessments, and job search skills.
7. Provide participants with program performance feedback.
8. Keep accurate records of participants' activities and progress.
9. Prepare regular progress reports on participants, track financial expenditures for participants.
10. Actively contribute to team building.
11. Other activities as called upon and as appropriate.

To Apply: Send your resume with a cover letter to John Dawson, jdawson@mccce.ca by **July 26, 2019**.

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://mcccanada.ca> and <http://bc.mcc.org>.