

JOB DESCRIPTION

Position: Program Facilitator – Youth Employment Program – 11 Month Contract
Location: Abbotsford (Virtual Delivery)

MCC Employment Services¹ 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 shares responsibility for program start-up, implementation and completion.

The *Youth Keep Working* program in Abbotsford works with youth and young adults to help them find employment and/or return to school, by providing employability skills training and work experience with local employers.

Requirements & Qualifications:

1. Demonstrate a commitment to the mission and values of MCC Employment Services
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. Counsel 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 contribution agreements with employers for work experience placements.

¹ MCC Employment Services is a wholly owned company of the Mennonite Central Committee 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>

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.

Application Process:

- Email Resume and Cover Letter to: Director of Employment Programs, MCC BC, johndawson@mccbc.ca
- MCC BC has a competitive salary and benefit package.

Closing Date: September 17, 2021

Anticipated Start Date: September 2021

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