



PROGRAM FACILITATOR

JOB DESCRIPTION

The Program Facilitator will report to the Program Coordinator whom will report to the Programs Manager and will identify priorities, develop, maintain, monitor, market and evaluate activities under program and produce all relevant data, statistical, written and other reports. The Young women in L.E.A.D. (Leadership Education And Development) aims to assist young women facing barriers to employment develop the knowledge, skills and experience necessary to attain employment or continue education.

RESPONSIBILITIES: (INCLUDE BUT NOT LIMITED TO)

PROGRAM COORDINATION, ASSIST WITH;

- Responsible for the day to day operations of the program including client service, staff supervision and stakeholder relations.
- Maintain and share up-to date knowledge of all employment-related services for young women in the community.
- Following and enforcing WEST's internal standards and policies.
- Conduct marketing/outreach initiatives including brochure, flyers.
- Coordinate marketing and external relationships to enhance participant recruiting strategies.
- Perform networking duties to foster strong community partnership with employers, stakeholders and the community at large.
- Maintain records for reporting purposes. Maintain and ensure strict confidentiality of client records.
- Play a role in organizing, attending and supporting a variety of WEST events and outreach efforts, and organize training workshops for program participants in an on-going fashion.
- Manage, organize and schedule symposium, which may include community and local service providers' participation, preparation of materials and/or attendance at events.
- Regularly analyze and monitor contractual goals and obligations, as well as the budget, to report progress and status and to recommend improvements for review, approval and implementation.
- Interact with management, support services, and administration to coordinate service offering and ensure resources are being optimized.
- Authoring and editing reports to stakeholder as required.

FACILITATION

- Conduct employment workshops and provide basic employment information and referrals.
- Responsible for developing and implementing program schedules.
- Interview young women to document their needs and expectations for the Skills Link Program.
- Develop a database for clients, standardized collection of data on participants including a log sheet of job search activities and other support provided.



- Research, develop and create materials for the delivery of workshops
- Facilitate pre-employment sessions designed to foster independent job search skills in young women.

LIFE SKILLS

- Develop and facilitate leadership workshops to build self-esteem and confidence, communication and interpersonal, and conflict resolution skills.
- Provide on-going assessment, guidance and support by interacting with participants to assess needs in all life skills areas affecting success in their careers.
- Provide advice, support and/or referral services as appropriate, concerning classes and special programs, career services and associated issues.
- Guides and assists participants in the development of action plans and programs to meet individual academic and life-skills needs.
- Assist participants to modify attitudes and patterns of behaviour, as necessary, by identifying and building on personal strengths.
- Coordinates an employment referral program; interviews applicants to determine interests, skills, strengths, and weaknesses; advises on career choices; refers for additional training, accreditation and experience, when indicated.

JOB SEARCH SUPPORT

- Work individually with young women participants in developing skills related to effective self-marketing materials (resumes, cover-letters, letter of introduction, follow-up correspondence, calling cards etc).
- Assisting young women in their job search and coaching on interview preparation skills and self-presentation.
- Providing young women with referral information for other services in the community.
- Maintains contact with local employers to obtain information on job opportunities, to develop and enhance working relationships, and to facilitate client placement.
- Coordinates or provides training in writing resumes, completing applications, and interviewing.
- Coordinate pre-placement and placement contracts to fulfill participant requirements.

QUALIFICATIONS

Compulsory requirement:

- Must have a University Degree, (Social Work, Counselling, Psychology or degree in a related field preferred).
- Ability to work effectively with a diverse population, including young women with employment barriers
- Strong knowledge of community and services provided outside of employment
- Outstanding report and proposal writing experience
- Knowledge of current labour market trends, job search techniques and employment research methods



OTHER REQUIREMENTS:

- Able to facilitate groups of newcomer women and clients facing multiple barriers to employment.
- Knowledge of the current labour market trends, job search techniques and employment research methods
- Knowledge of computer applications, MS Word, employment training and career assessment skills
- Familiar with community social services networks and knowledge of excellent writing and communication skills.
- Ability to exercise discretion
- Familiar with privacy rights.
- Resourceful. Requires minimum supervision, able to work independently and maintains a supportive and cooperative environment with colleagues.

Apply in writing with a cover letter and resume to: careers@westofwindsor.com

WEST Inc. reserves the right to hire during the posting period. We thank all candidates for their interest; however, only individuals selected for interviews will be contacted. Due to the large volume of applicants, we regret we cannot confirm that our office has received resumes.

(Accommodations available upon request)