

Workshop Facilitator | 32 hours/week; \$23.00/hour
Temporary April 2018- June 2019



Our Story:

Quint Development Corporation is a unique community economic development organization, focused on creating economic opportunities that help to strengthen communities and improve social conditions for Saskatoon residents. The goal is to create opportunities for affordable housing, jobs, and economic development in Saskatoon's west-side core neighbourhoods.

The Position:

The Core Neighbourhoods at Work program supports adults and youth who reside in the Core Neighbourhoods of Saskatoon in their efforts at obtaining training, education and employment. Quint is seeking a dynamic individual to fill the Workshop Facilitator Position- 32 hours/week. This person will develop curriculum and facilitate employment related and life skills workshops for individuals accessing the Core Neighbourhoods at Work Program. They will also coordinate and facilitate the Core Neighbourhoods At Work Driver's Education Program.

In order to excel in the job, the Workshop Facilitator must:

- Be able to provide high quality, dynamic workshop facilitation, with engagement of participants in group activities
- Have direct experience leading groups of individuals that face multiple barriers
- Be socially interactive and have excellent interpersonal skills, with the ability to build strong and effective relationships with diverse individuals
- Have knowledge of job search techniques, career development and issues related to unemployed individuals facing multiple barriers to employment
- Have knowledge of soft skill/life skills curriculum
- Demonstrated ability to be organized, self-directed, and self-motivated
- Have a good understanding and knowledge of labour market needs, education and training programs, and other community services that address employment barriers in Saskatoon
- Be proficient in MS Office Applications; Word, Excel, Power Point, Outlook and internet research
- Provide a criminal record check

Knowledge and Education:

- Understanding of community economic development practices
- Knowledge of adult learning principles and group workshop facilitation practices
- Solid knowledge of the Canadian labour market, workplace practices, and job search strategies
- Post-Secondary Degree in Social Sciences, Education, or Social Work and/or equivalent work experience
- A valid driver's license and access to a vehicle would be considered an asset

Duties:

- Provide workshop facilitation and instruction on a variety of employment related and life skills topics, including but not limited to: resume writing, cover letters, job search techniques, communication skills, etc.

- Present workshop material in an engaging and dynamic way, with the ability to adapt presentation style to meet group and individual needs while educating, inspiring and supporting participants to achieve their greatest potential
- Research, develop and update curriculum and materials for the delivery of workshops
- Perform intakes/interview of individuals to determine workshop suitability, needs and expectations
- Maintain accurate workshop records, including attendance rosters, reports, case management records, evaluations and other reporting documents as required
- Provide direct and continuous feedback to participants to encourage growth and skill development needed for workplace success

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates.

To apply, send your resume and cover letter by 4:00 p.m. Tuesday April 3, 2018 to:

Quint Development Corporation
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