

Job Posting 2016-56-01

Community Connections - Facilitator
Community Connections Program – Multicultural Department
Maternity Leave
18 Hours per week

The Community Connections Program is looking for a people-oriented, dynamic, and resourceful Community Connections Facilitator. This individual will work closely with new immigrant and refugee clients, as well as other Multicultural Department staff. The successful candidate will be responsible for facilitating Life Skills courses (generally 4-6 sessions per course) and information sessions on a variety of topics, including Canadian Citizenship; Food Safe preparation; Basic Computer Skills; Income Tax Information Sessions, and more. Additional responsibilities include supporting weekly Conversation Circles and contributing to special program events.

RESPONSIBILITIES:

- Develop and adapt curriculum for Life Skills classes and topical workshops
- Schedule and facilitate classes, ensuring an inclusive and engaging learning environment for participants
- Create and distribute promotional materials and recruit clients
- Schedule and oversee volunteers and guest speakers, as needed
- Maintain detailed, accurate records
- Coordinate child-minding for courses
- Provide individualized support for participants, as needed
- Assists with planning of Community Connections Program special events
- Contribute to a positive and cooperative Community Connections team

MINIMUM QUALIFICATION AND EXPERIENCE:

- **Bachelor's degree** or an equivalent combination of work experience and formal education
- Minimum three years of teaching or facilitation experience
- Excellent knowledge of the settlement challenges facing newcomers to Canada
- Strong marketing and demonstrated outreach skills
- Excellent written and oral communication
- Demonstrated knowledge of the programs and resources available to new immigrants and refugees
- Strong interpersonal and client services skills, as well as the ability to be a positive team player
- Experience in maintaining records and preparing reports
- Good time management skills and ability to meet deadlines
- Self-motivated with strong initiative
- Flexible and resourceful
- Strong computer skills, with knowledge of Outlook, Word, Excel, Publisher, and PowerPoint
- Ability to work one evening per week

Other Requirements:

- Criminal records check
- Use of personal vehicle (Class 5 License)
- Emergency First Aid & CPR (Child & Adult)
- Flexible work schedule

CLOSING DATE: September 23, 2016

Interested applicants are to reference Posting 2016-56-01

Please submit your cover letter and resume to:

Abbotsford Community Services

2420 Montrose Avenue

Abbotsford, BC V2S 3S9

Email: jobpostings@AbbotsfordCommunityServices.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted

Abbotsford Community Services is an equal opportunity employer
and encourages applications from all equity seeking groups.