



## INTERNAL/EXTERNAL EMPLOYMENT PROGRAMS JOB POSTING

MOSAIC is seeking two client-centred and results-orientated **Facilitators** who are passionate about empowering pre-landed clients to help them build the job search skills and knowledge they need to find employment in British Columbia.

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**DEPARTMENT:** Employment and Language Services

**CORE FUNCTION:** Under the general supervision of the Coordinator, the **Facilitator** is responsible for delivering online Job Search Strategies Workshop and providing individualized support to pre-landed clients using a training model, curriculum and tools developed by the Immigrant Services Association of Nova Scotia (ISANS) for the Settlement Online Pre-Arrival Program (SOPA). The **Facilitator** must have extensive knowledge of the Labour Market in British Columbia so as to assist pre-arrival immigrants to integrate into the labour market in British Columbia.

**QUALIFICATIONS:**

- Extensive knowledge of programs and services, teaching methodology, adult learning, local labour market conditions, standard office equipment, word processing and presentation software. Good knowledge of online training.
- University degree, college diploma, or training certificate in adult education, employment counselling, ESL studies and/or appropriate combination of training and experience. Certified Career Development Practitioner (CCDP) certification preferred.
- Experience in providing assessment and instruction to adult learners and in employment counselling and referral services.
- Good facilitation skills. Able to update job search-related curricula and adjust teaching material to meet the needs of clients.
- Knowledge of job search practices including resume development, interview techniques and job search.
- Comfortable interacting and engaging with audiences online.
- Proficient in word processing, the internet, and email.
- Strong interpersonal, cross-cultural, written, and verbal communication skills. Possesses patience, tact, and flexibility. Ability to work with diverse groups.
- Strong time management and organization skills.
- Experience in facilitating job search related workshops to adult immigrants an asset.
- Fluency (Verbal and written) in another language is an asset.

**POSITION TYPE:** This is full-time position (35 hours/week)  
(Please note that the program will be located in Surrey).

**SALARY:** Depending on qualifications. (Level 1: \$21.20/Hour)

**RESUMES TO:** Hiring Team - MOSAIC Employment Programs  
1522 Commercial Drive  
Vancouver, B.C. V5L 3Y2  
Email: [employmentprograms@mosaicbc.com](mailto:employmentprograms@mosaicbc.com)

Please reference **Your Name - "Facilitator (Job Search)"** in the subject line of your application and submit via email (Word / PDF format). Please indicate any additional languages spoken. Only those selected for an interview will be contacted.

**DEADLINE:** October 16, 2015