



INTERNAL/EXTERNAL EMPLOYMENT PROGRAMS JOB POSTING

MOSAIC is seeking a client-centred and results-orientated **Facilitator** who is passionate about empowering pre-landed clients to help them build the cultural communications skills and knowledge they need to find employment in British Columbia.

DEPARTMENT: MOSAIC Employment and Language Programs

CORE FUNCTION: Under the general supervision of the Coordinator/Facilitator, the **Facilitator** is responsible for delivering online cultural communications training and feedback 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 communications-related curricula.
- 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.
- Flexible, able to quickly assess and adjust teaching material to meet the needs of clients.
- Experience in facilitating cultural communications training 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 and that hiring is contingent upon funding contract finalization).

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

Please reference **Your Name - "Pre-arrival Communications Facilitator"** 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: September 15, 2015