



**Internal / External  
Program Facilitator,  
Workplace Connections Mentoring,  
Vancouver location**



At MOSAIC, we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We were recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) by the Great Place to Work® Institute. With over 40 years of experience, we're one of the largest settlement organizations in Canada engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

MOSAIC's Workplace Connections Mentoring program is seeking a multi-skilled Professional to build and maintain relationships with Volunteer Career Mentors and provide support to internationally-trained, skilled newcomer clients.

**POSITION:**                    **Program Facilitator**

**DEPARTMENT:**           **Employment & Language Services**

**POSITION FUNCTION:**    Under the direction of the Program Coordinator, the **Program Facilitator** provides all eligible job-ready job seekers, including one-to-one matches with mentors in their field, group mentoring sessions, information interviews with volunteer mentors, and peer mentoring opportunities. The **Program Facilitator** is responsible for screening both Career Mentors and clients and creating matches, monitoring, evaluating, and maintain proper documentation of the process.

- QUALIFICATIONS:**
- A post-secondary degree, certificate or diploma in a relevant field (adult education, community studies, employment counselling, ESL studies), or completion of course work in related fields, or a combination of training and experience in:
    - Mentoring, job-coaching, or counselling clients or volunteers
    - Project Management/Coordination
    - Building partnerships with community agencies and other stakeholders
    - Facilitation/training experience, one-on-one or in large groups
    - Public Speaking experience
    - Working with individuals with complex barriers and a broad range of cultural backgrounds
    - Knowledgeable about immigrant settlement issues and needs
  - Excellent interpersonal and written communication skills
  - Ability to work cooperatively in a team environment

- Working knowledge of existing programs and services, community resources, and local labour market conditions
- Proficiency in Microsoft Office suite, publishing software, databases, and operating standard office equipment
- Organized and able to set priorities and meet deadlines
- Ability to speak a second language will be considered an asset
- Current and satisfactory Criminal Record Check required

**HOURS:** Full-time (35 hours per week)

**STARTING PAY:** \$40,932 to \$43,425 annual salary based on experience and qualifications

A competitive benefits package is offered with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

**RESUMES TO:** Hiring Team – Employment Programs  
5575 Boundary Road  
Vancouver, BC V5R 2P9

Email: [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org)

Please reference, “Your Name – Program Facilitator, Workplace Connections Vancouver location” in the subject line of your application and submit via email (Word/PDF format). Please, no telephone calls. We thank everyone for their interest. However, the only applicants contacted will be those selected for an interview.

**DEADLINE:** March 13, 2020 at 5:00 PM

**POSTING DATE:** February 20, 2020

*MOSAIC is committed to promoting equal employment opportunities for all members of the community*