NOTICE OF JOB VACANCY (Posted: December 16, 2021 – December 30, 2021)

Job Competition #: 2021-EEFWork-02

Position: Employment Facilitator/Registrar
“Empowering Employers for the Future of Work” at ISSofBC – Terminal Location
Regular full-time position at 35 hours per week

Summary:
Reporting to the program Assistant Manager/Employer Relations Specialist, the Employment Facilitator/Registrar will coordinate the design, development, and delivery of the training. They are also responsible for recruiting and selecting eligible clients from our employer partners, supporting project needs identification and training curricula development, contributing to the training evaluation and assessment.

Responsibilities:

• Facilitate learning through a variety of delivery methods including classroom instruction, synchronous and asynchronous training
• Track and report on training outcomes
• Work closely with the Assistant Manager/Employer Relations Specialist to recruit participants from employer partner sites for training
• Provide feedback to program participants and stakeholders
• Maintain participants' training records
• Handle logistics for training activities including venues and equipment
• Establish and maintain relationships with external training facilitators.
• Liaises with sponsoring agency staff and partner agency about individual employer's concerns, needs, and action plans.
• Provides individualized counselling or support to project participants.
• Develops and/or administers surveys and participant post-program evaluations.
• Maintains up-to-date and accurate participant records in the designated database(s) and other documents as required.
• Responds to participant enquiries in person, by telephone or email regarding the program, their suitability for enrolment, etc.
• Creates marketing and promotional activities aimed at recruitment of participants.
• Performs clerical work such as word processing, maintaining program files and employer records, copying, faxing, handling mail, collating documents, handling phone calls to receive and/or relay information, etc. according to established guidelines and deadlines.
• Performs other related duties as assigned.
Qualifications:
Post-secondary degree in Human Resources, Business Management, Sociology supplemented by a minimum of two (2) to three (3) years experiences in career/employment counselling and group facilitation, OR a combination of HR, education, training, and experience acceptable to the employer.

Skills and Abilities:
- Extensive knowledge of instructional design theory and implementation
- Adequate knowledge of learning management systems and web delivery tools
- Familiarity with traditional and modern job training methods and techniques
- Experience with e-learning platforms
- Ability to handle multiple assignments at the same time and ability to work independently with minimal direction
- Proficiency with current computer applications including the MS Office Suite, Zoom and databases
- Ability to communicate effectively in both written and oral English at all levels of the organization.
- Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from diverse cultural and linguistic backgrounds.
- Demonstrated ability to liaise and develop relationships with employers.
- Knowledge of local labour market trends and issues, especially those related to immigrants and/or clients with skilled professionals.
- Demonstrated cross-cultural counselling abilities and the ability to work effectively with clients with multi-barriers.
- Proven skill set in the facilitation or workshops in small groups.
- Ability to obtain and maintain a clear BC Criminal Record Check.
- Ability to operate related equipment.
- Highly developed interpersonal skills: positive, enthusiastic, collaborative, and solution-focused

Applications must include "2021-EEFWork-02" in the subject line and can be sent to: jobs@issbc.org

Closing Date: By 4 pm, Thursday, December 30, 2021. Applications will be reviewed as received.

Salary Range: $23.32 - $26.27 per hour. Education, training, experience, internal equity and program funding will be taken into consideration when being placed on the salary grid.

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.