



CAREER DEVELOPMENT FACILITATOR

CAREER DEVELOPMENT FACILITATOR, WOMEN'S ECONOMIC PROSPERITY (FTE 1.0)

You have a passion for supporting women to achieve the skills to succeed at their employment goals. You are able to foster strong partnerships with employers and other community stakeholders through women's advocacy and facilitate opportunities for them to gain skills through volunteer work, employment or education.

Your interpersonal and communication skills allow you to build rapport easily and you approach facilitation, resume writing and interviewing skills in an engaging way while creating opportunities for employment equity.

WHAT MOVES YOU

- The success of others – cheerleading and believing in others to persevere through to success
- You believe that advocacy and awareness can bring about positive change in our community
- You are passionate and committed to creating opportunities for employment equity for women.

WHAT YOU'LL DO

- Research career trends and create service plans to meet client needs
- Facilitate career development / life skills workshops relevant to employment readiness.
- Provide resources and connections for clients through social service agencies and referrals
- Keep up to date on evidence based practice related to program, i.e. homelessness,
- Participate in activities in support of organizational goals
- Maintain program information and records in a timely, accurate and professional manner
- **This is a full-time position, working 37.5 hours per week. Occasional weekends and evening hours may be required**

WHAT YOU'VE DONE

- Post –Secondary education in Career Development or related field
- 3 -5 years work experience in Career and Employment services, related to labor market
- Strong computer literacy including MS Office suite and able to learn new software
- Must be able to read, write, and deliver services in English. Multilingualism is an asset
- Accomplish activities with an equity, diversity and inclusion lens
- Identify and implement improvement strategies and best practices

If you want to work to change lives, we want to meet you.

Competition Number: **2021027**

Deadline: **May 14, 2021**

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.