

We are looking for a full-time
ONLINE FACILITATOR, JOB SEARCH STRATEGIES

Project Overview: Settlement Online Pre-Arrival (SOPA) is an online hub providing guidance and personalized pre-employment supports for immigrants destined to Canada. SOPA helps immigrants arrive prepared to launch their careers and settle quickly in Canada, and improves linkages between pre-arrival and post arrival services. SOPA's suite of professional online tools and facilitated courses help immigrants achieve the following outcomes before they leave home:

- connect with national/provincial regulatory bodies and professional associations for credentials assessment and networking,
- develop job search skills and Canadian style resumes,
- improve communication skills for the workplace, and
- connect with settlement agencies and services in their destined community.

The SOPA project is coordinated by the Immigrant Services Association of Nova Scotia (ISANS) and delivered by designated settlement agencies across Canada. As the local partner for SOPA in Manitoba, Altered Minds Inc. (AMI) is responsible for hiring, supporting, and overseeing the work of local project staff, in collaboration with local service providers and national SOPA partners.

JOB DESCRIPTION

In collaboration with a team of online practitioners across Canada, the Manitoba-based Job Search Strategies (JSS) Facilitator will guide pre-arrival immigrants in developing a targeted Canadian style resume and cover letter, job search methods, self-marketing, and in preparing for interviews.

Duties & Responsibilities:

- Facilitate an online Job Search Strategies course for immigrants destined to Manitoba
- Provide reliable information, guidance, resources and links to different occupational fields
- Provide timely feedback to clients registered in the JSS course
- Promote the SOPA program, establishing and maintaining relationships with ethno-cultural communities, settlement and other organizations, regional services
- Market SOPA through social media, conferences, podcasts, recorded videos and articles
- Prepare internal and external reports and proposals

General responsibilities:

- Provide links to local resources, supports, programs and information as needed
- Actively participate in local and national SOPA team meetings
- Monitor and record participant progress
- Attend training and development opportunities as appropriate
- Participate in relevant AMI events
- Perform other duties as required

Education:

- Bachelor's Degree
- Career development certificate, diploma or relevant training and experience
- Adult Education/training certificate/diploma is an asset

Experience:

- 2 years' experience as an employment or labour market consultant, or similar position
- Experience with distance and internet based training or learning
- Experience with providing constructive written feedback
- Experience working in a cross-cultural environment, delivering direct services to immigrants
- Experience in group facilitation and individualized instruction
- Previous marketing experience

Knowledge:

- Knowledge of current human resource practices, including resume and cover letter development, interview techniques and job search strategies
- Knowledge of graphic design is an asset

Skills:

- Strong written and verbal communication skills in English
- Ability to work independently and as part of a team
- Strong time management and organizational skills
- Proficiency with MS Office applications (Word, Excel), and strong typing skills
- Additional languages are an asset

Term of Employment:

8 months contract position with possibility of extension
Full-time contract to September 30th, 2018; renewable subject to continued funding.

Commencement Date:

February 2018

Wage:

\$25.68/hour

Closing Date:

January 15, 2018 or when filled

To apply:

E-mail your resume and cover letter in Word format, merged into one document to Grace Eidse at gracee@amimanitoba.com, stating the position you are applying for in the subject line.