



JOB POSTING

OFE is a private, faith-based, non-profit organization. Our mission is to assist adults to achieve self-sufficiency through meaningful employment. We are currently recruiting for the following position:

Essential Skills Facilitator, Term (Maternity Leave)

Monday to Friday, 37.5 hours per week

OFE's Essential Skills Facilitators design, develop and deliver superior workplace essential skills education in all nine skill areas including core program elements of reading, numeracy and document use. Experience in developing and delivering occupational specific curriculum would be an asset.

Job Seekers are expected to achieve increased levels of workplace essential skill proficiency in order to prepare them for sustained employment. The Essential Skills Facilitator will demonstrate high levels of flexibility and creativity to adjust to various learning styles, easily and quickly establishing and maintaining positive working relationships with job seekers is required.

Requirements:

- A Bachelor's degree in a related field, or equivalent in experience, and extensive experience in teaching essential skills curriculum in the areas of reading, writing, document use, computer use, numeracy, thinking, oral communication, working with others and continuous learning in the context of workplace performance and development
- Extensive experience in curriculum design and teaching essential skills to individuals and groups from diverse cultures and varied life experiences
- Experience working with people with low language and essential skills levels
- Thrives on developing and delivering dynamic essential skills applications to groups with various levels of ability and interest
- In-depth working knowledge of current computer office applications
- Ability to multitask and effectively manage classroom environment

How to apply:

If you are interested in either of these positions, please email your resume to recruitment@ofe.ca to the attention of "Program Manager" by February 15, 2019.

Please indicate the position as well as salary expectations in your cover letter.

Opportunities for Employment Inc.
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