



**Internal/External
Workplace Connections Mentoring
Program Facilitator**



POSITION: Program Facilitator

DEPARTMENT: Employment and Language Services

POSITION FUNCTION:

Workplace Connections works with Volunteer Career Mentors to offer individual and group mentoring eligible job-ready newcomers. The **Program Facilitator** is responsible for screening and preparing both Career Mentors and clients; creating matches, group mentoring events, and coaching mentorships.

QUALIFICATIONS:

- Ability to develop an understanding of the mentorship program including client and volunteer selection and orientation, and various forms of mentorship
- Experience working with volunteers
- Ability to conduct ongoing targeted recruitment of Career Mentors using multiple approaches
- Ability to conduct face-to-face interviews with prospective Career Mentors and clients to determine suitability for the program and gather information to assist in making effective matches
- Ability to organize orientation materials for Career Mentors and clients and to facilitate interactive orientation sessions
- Ability to match Career Mentors with clients using match criteria that promote effective partnerships
- Maintain accurate records to track matches and activities
- Ability to supervise, support, coach and evaluate Career Mentors
- Ability to identify topics for Workplace Connections' group mentoring events promote, host, and facilitate group mentoring events
- Familiar with standard office equipment. Skilled in the use of word processing software, client management databases, the Internet, e-mail, and on-line tools
- Highly organized and motivated
- Strong conflict resolution skills and excellent verbal and written communication skills
- Experience working with an immigrant population and in employment programs will be considered assets
- Degree in a relevant field or equivalent combination of training and experience



HOURS: 35 hours per week until March 31, 2019
17.5 hours per week after April 1, 2019

STARTING PAY \$38,584.00 - \$43,425.20 (based on 35 hrs/week and experience)

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Hiring Team – MOSAIC Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9
E-mail: employmentprograms@mosaicbc.org

Please reference “Your Name – Mentoring Program Facilitator” in the subject line of your application and submit via e-mail (Word/PDF format). No telephone calls please.

DEADLINE: Wednesday December 19th, 2018 at 5:00pm

NOTE: Only those selected for an interview will be contacted. Evening and weekend work required.

Posting Date: December 5th, 2018

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

