

## **Position: Workplace Essential Skills Facilitator/Instructor**

**Main tasks and responsibilities:** Under the direction of the Project Coordinator and responsible to the Executive Director, this position is primarily responsible for developing (maybe use adapting instead of developing), coordinating, delivering and facilitating the classroom component of the Essential Skills in the Atlantic Fisheries project. The project goal is to strengthen the attachment of low-income individuals to the labour market by improving their literacy and essential skills and providing them with job-related training, thereby providing a better skill match to available jobs in the fisheries sector.

### **JOB DUTIES AND RESPONSIBILITIES:**

#### **1. Training Delivery and Coordination**

- Conduct intake and assessment along with the Project Coordinator.
- Work in collaboration with Project Coordinator, other ESAF Facilitators/Instructors and staff in Atlantic provinces.
- Contribute to the development of the appropriate training methods or activities (this includes training program specifications, instructional materials, program assessments, program delivery strategies & methodologies and business impact data collection tools).
- Review the results of the workplace needs assessment and identify skills or knowledge gaps that need to be addressed – using pre/post assessment tools.
- Design, prepare and customize training aids and materials.
- Implement training as per the LES Training Model design, including preparation, delivery, post-assessment, and follow-ups.
- Deliver and adjust training based on pilot results and feedback from employers, participants, and Project Coordinator.
- Adapt instruction for varying abilities by employing a variety of teaching styles and methodologies.
- Attend regular meetings to discuss the progress of the participants.
- Participate in data collection efforts based on project reporting requirements. Capture business impact and feedback with employers and participants.
- Resolve conflict, address situations in order to best manage the classroom and the program.
- Maintain updated materials and training records.
- Collect participant documentation and reports where required; assist in preparing program reports.

#### **2. Additional Duties**

- Must attend an orientation and training session (travel and overnight stay may be required).
- Other duties as assigned by Executive Director to ensure a successful cohort.

## **QUALIFICATIONS:**

### **1. Education & Experience**

- The minimum educational qualification for this position is a two-year post-secondary diploma in Adult Education or equivalent. This education would typically provide knowledge in group facilitation, adult education methodology and Essential Skills.
- Proven work experience as an essential skills facilitator/instructor.
- The minimum amount of practical, related experience required to perform the duties of this position is two years. This experience would typically provide skills required to deliver Essential Skills training, effectively liaise with employers or community agencies and to develop needs-based approaches to training development and delivery.
- Experience in teaching adult learners.

### **2. Knowledge, Skills & Abilities**

- Demonstrated knowledge of employability skills, essential skills and workplace-based training.
- Knowledge of instructional design theory and implementation – particularly workplace essential skills training related.
- Knowledge of adult learning principles.
- Awareness of the characteristics and barriers of vulnerable populations.
- Excellent interpersonal and communication skills.
- Demonstrated computer skills, Word, Excel, power point (Database management an asset).
- Demonstrated ability to work with a variety of community partners and stakeholders.
- Demonstrated ability to work independently and as part of a team.
- Demonstrated ability to analyze needs, solve problems, and make recommendations.
- Ability to travel as required by the position.
- Demonstrated experience in managing multiple tasks.
- Ability to adapt to changing circumstances.
- Knowledge or experience in the fisheries sector an asset.

### **3. Other Requirements**

- Valid Driver's license and reliable vehicle is required.
- Satisfactory Criminal Record Check and Vulnerable Sector Check Required