

Term Position 13 Week - Project facilitator Reporting to the Coordinator

The Project Facilitator will provide technical support to co ordinator in the planning, implementation, and tracking of the 12 week Custodial/janitorial project, performing the following duties and responsibilities;

- Familiarize self with the project curriculum
- Assist in developing schedule of activities to meet successful outcomes
- Set up files to ensure all project information is appropriately documented and secured
- Keep Project manager informed on project activities
- Work collaboratively with Manager to plan and lead a successful program
- Complete all necessary session preparation, delivery and follow up
- Assist with evaluations and reporting
- Facilitate timely quality project deliverables staying within budget
- Work with CANSA career practitioners and employer engagement specialist to secure work place experiences for participants
- Keep accurate record of participant attendance
- Monitor participant's attendance and performance and address any issues.
- In consultation with Co ordinator carry out all project activities keeping within the approved project budget,
- Assist in the reporting of actual cash flow and variance to Co ordinator
- Complete evaluations and reporting of project deliverables

Qualifications, skills and attributes

- Post-secondary training would be an asset
- Previous project management experience (at least 1 year)
- Knowledge of current local labour market
- Very good computer skills; Word processing, email, internet and spreadsheets
- Ethical - Understand ethical behaviour and business practices, and ensure that own behaviour and the behaviour of others is consistent with these standards and aligns with the values of the organization.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Demonstrated Team player - work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.

- **Demonstrated Leadership:** Positively influence others to achieve results that are in the best interest of the organization.
- **Excellent decision making, organizational and problem solving skills.**

Please reply by sending your cover letter and resume to Nova Scotia Works JFY Program 2017- Selection Committee. In the subject line please state that you are, **"applying for the Facilitator Position"** via Mail to the below noted address, hand delivered to 63 Victoria Street Amherst, or via CANSA web site to elizabeth.cooke.sumbu@cansa.ca e mail, hand delivered or mailed must be postmarked before **4:30 Thursday December 29 2016**