

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 January 12th, 2017**