

## **Term Position 10 Week - Project facilitator Reporting to the Coordinator**

**Wage: \$16 per hour**

The Project Facilitator will provide technical support to co ordinator in the planning, implementation, and tracking of the 10-week Customer Service Training Program, performing the following duties and responsibilities;

- Demonstrate the ability to use Microsoft Suite—PowerPoint, Word, Excel and other applications—Must have strong computer skills!
  - 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
  - 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](mailto:elizabeth.cooke.sumbu@cansa.ca) e mail, hand delivered or mailed **must be postmarked before 4:30**

**Thursday November 30<sup>th</sup>, 2017**