



CAREER OPPORTUNITY

INTERNAL / EXTERNAL

Classification:	Instructor Aide, Facilitator	Title:	Essential Skills for the Workplace – Office Procedures
Location:	Poundmaker Cree Nation OR Little Pine First Nation	Competition #:	68-PMLPFN-2021
Date Posted:	April 7, 2021	Closing Date:	April 21, 2021 at noon
Term:	April 29, 2021 – June 25, 2021 Term, Full-Time (246 hours)	Salary Range:	As per the Collective Agreement

The commencement of this position is subject to funding decisions, which are beyond the control of North West College, and therefore subject to change. This is an in-scope position. Internal applications from NWC staff with seniority will be considered prior to outside applicants

Main Responsibilities:

Reporting to the Coordinator, Adult Basic Education, South Region, the Facilitator, Essential Skills for the Workplace (ESWP) is responsible for the development and delivery of employment workshops. The workshops will include activities geared towards essential workplace skill development including personal growth, life skills, job readiness, career development and workplace experience. Main responsibilities include, but are not limited to:

- Engages First Nation communities and other agencies in student recruitment.
- Organizes program content to meet training requirements and program learning objectives by researching, developing and preparing the course outline, training content, text materials, instruction aids, and examination and learning assessment tools that meet established standards.
- Develops participant employment and learning plans.
- Delivers workshops using a variety of training strategies and techniques, including technology enhanced learning.
- Organizes and manages the classroom to ensure an optimum learning environment for all students. Monitors and counsels students on classroom participation and behavior, learning progress and study techniques
- Facilitates participant work placements.
- Records class attendance, marks, observations regarding student participation and progress, and incidents and reports to Supervisor as warranted
- Performs other responsibilities and duties as may be assigned to contribute to the success of student learning and a positive participation experience in College programs and activities.

Workshop Assignment (may include, but not limited to):

Development & facilitation of workshops, including: Essential Skills in Communication, Workplace Numeracy, Personal Development, Keyboarding, MS Word, MS Excel, Office Procedures, Bank Deposits, Professionalism and Readiness.

Qualifications, Skills, Abilities and Experience:

- Grade 12 matriculation with post-secondary training in adult literacy, life skills coaching or job coaching.
- Minimum one-year certificate in office or business from a recognized post-secondary institute.
- Demonstrated keyboarding proficiency using touch typing at a minimum speed of 45 words per minute.
- 2 years of industry experience that would incorporate the knowledge, skills, and abilities identifies in the above workshops.
- Demonstrated experience in the development and facilitation of workshops to clientele.
- Knowledge of and ability to use and operate standard office software including word processing, email, spreadsheets, PowerPoint and the internet.
- Knowledge and ability to use standard office and classroom equipment.
- Ability to conduct research and evaluation methodologies to determine applicable and relevant course content and instructional aid materials to effectively present curriculum content and contribute to success of student learning.
- Ability to utilize informational and critical listening skills.
- Ability to organize, prepare and present information in a concise and complete manner which will allow others to understand and comprehend the material and learning objectives and achieve desired learning.
- Ability to engage with students in a positive manner that assists and motivates them and contributes to their learning success.
- Demonstrated ability to have positive interpersonal relationships with all educational stakeholders: staff, partners, and clients.
- Ability to prepare and deliver appropriate clear and concise communications, both orally and in writing.
- Organizational skills to identify needs and establish priorities among competing demands.

- The knowledge and ability to implement strategies to promote and encourage diversity, individual dignity and mutual respect.
 - Ability to manage classroom behavior and encourage and manage discussion groups with differing opinions and experiences.
 - Ability to work independently as well as collaboratively with a variety of individuals including colleagues, managers and students to establish and maintain a positive working relationship to achieve program effectiveness.
 - Ability to plan, organize, schedule and prioritize work and activities and perform effectively taking into account interruptions, conflicting and changing priorities and demands and application of deadlines;
 - Ability to establish and maintain records appropriate to support program operational and information needs.
 - Must possess a valid Saskatchewan Driver's License and be willing to travel.
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If you are interested in this position with the College, please complete an Application for Employment. The application is located on the website at www.northwestcollege.ca. Please provide a letter to Human Resources outlining how you meet the qualifications, skills, abilities and experience as identified in the posting.

Submit Applications to:

Human Resources
North West College
10702 Diefenbaker Drive
North Battleford SK S9A 4A8
Fax: 306.445.2254

Please Quote Competition #68-PMLPFN-2021

NWC thanks all those who applied however only those selected for an interview will be contacted.

Email: nwrccareers@northwestcollege.ca