

Edge Learning Facilitator

Reports to: Executive Director

Scope: Full Time

Direct Reports: This position has no direct reports.

Salary: \$47,697

The EDGE Learning Facilitator role is ideal for compassionate, engaging individuals passionate about empowering youth (ages 18-26) as they overcome challenges and build successful futures. You will join a dynamic, responsive team committed to inclusion, diversity, and the holistic well-being of youth.

The EDGE Learning Facilitator will deliver group and individual learning programs through EDGE on Employment, a collaborative initiative between Community Inc. and The Portal. Designed for ESIA clients and young adults, EDGE provides navigation support, training, hands-on experience, and employment opportunities through skill-building, community engagement, and job matching.

As a facilitator, you'll lead workshops, create engaging training strategies, and contribute to the program's success.

Responsibilities

- **Workshop Development:** Plan, organize, and deliver interactive workshops on life management, job readiness, employment maintenance, and specific job-related skills. Conduct needs assessments to identify gaps and adjust workshop content accordingly.
- **Workshop Design:** Design workshops that accommodate diverse learning styles using experiential and adult learning approaches to ensure the sessions align with the unique needs of program participants.
- **Facilitation and Inclusivity:** Foster a safe, welcoming, and inclusive learning environment that values diversity, culture, mental health, and accessibility. Work with internal and external facilitators to enhance training opportunities.
- **Training Topic Delivery:** Deliver workshops on topics such as conflict management, stress management, financial literacy, and workplace communication. Train participants on resume building, job search strategies, interview preparation, and employment maintenance strategies.
- **Training Calendar Development:** Develop and maintain a quarterly training calendar to align with program goals. Ensure communication of training schedules with youth, in-house staff, and external partners (e.g., ESS).
- **Documentation and Reporting:** Record attendance at all training sessions and share updates with the Youth Navigator, Mentor, and Management Team. Prepare and distribute completion certificates to participants who finish training programs.

- **Workshop Evaluation:** Conduct evaluations at the end of each workshop and use feedback to refine and improve future sessions.

Requirements

- Minimum five years of experience developing and delivering interactive workshops and training programs.
- Clean criminal record and Child Abuse Registry check.
- Experience working with marginalized populations and diverse client bases.
- Flexibility to accommodate evening networking events and early morning setups.
- Training and experience in facilitation and experiential learning.

Qualifications

- Post-secondary education in social services, recreation, education, or a related field (or an acceptable combination of education and experience).
- Strong workshop planning, facilitation and evaluation skills
- Knowledge of essential employability skills and awareness of employment barriers.
- Proficiency in accurate record-keeping practices.
- Professional and adaptable presentation skills.
- Proficiency in Microsoft Office Suite and social media platforms.

Personal Attributes

- Proven track record of exceptional work ethics and practices.
- Excellent organizational skills with meticulous attention to detail and effective time management.
- Effective communicator, both verbally and in writing.
- Proactive, responsive, and strong problem-solving skills.
- Ability to work autonomously in a dynamic environment with minimal supervision.
- Commitment to teamwork and personal growth, with experience in strengths-based and relationship-centered approaches.
- Empathy and understanding when working with diverse populations.

Diversity, Equity, Inclusion and Belonging

The Portal Youth Outreach Association fosters a workplace environment that embraces diversity, equity, inclusion, and belonging. We celebrate all individuals' unique perspectives and contributions, creating a culture where everyone feels valued and respected. Our commitment to diversity enriches our organization, fostering innovation, collaboration, and empathy across all facets of our work.

We actively promote diversity, equity, inclusion, and belonging in our daily practices and initiatives at The Portal Youth Outreach Association. This includes cultivating a workplace culture where every voice is heard, prioritizing professional development opportunities emphasizing diversity training, and engaging in community partnerships promoting equitable access to resources.

Working Conditions

The EDGE Learning Facilitator operates in community and office settings, working hours primarily 8:30 AM to 4:30 PM, Monday to Friday. Flexibility will be necessary for evening networking opportunities and early morning workshops.

The role involves supporting youth with employment and personal challenges, requiring sensitivity, confidentiality, and experience managing challenging situations (Nonviolent Crisis Intervention training will be provided).

Support and Performance Review

We provide an environment of continuous support and development for all staff members. Supervisors and peers offer assistance and opportunities for personal and professional growth through structured feedback, performance reviews, and collaborative planning.

Annual performance reviews align staff goals with organizational objectives, enabling all team members to reach their full potential.

Equal Opportunity Statement

The Portal Youth Outreach Association is an equal opportunity employer and prohibits discrimination based on race, colour, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status.