



## **Position: Trades Program Facilitator**

### **Introduction:**

Momentum's Skills Training Department currently works with people living on low incomes to prepare them for a career in the trades or IT services, provides support for apprentices struggling to achieve their journey person status, and offers microloans to people who are working toward a better job.

### **The Organization:**

Momentum is an award winning and nationally recognized community economic development (CED) organization utilizing innovative approaches to poverty reduction. We use financial literacy, skills training, and small business development as tools to empower people as they exit poverty.

We're an employer of choice and were selected as one of Alberta's Top 70 Employers for 2016. We provide competitive compensation and benefits with an unparalleled work environment. We're professional and diverse so you'll find a range of people and backgrounds working here, anywhere from an MBA to a Social Worker, and everything in between. We're serious about our work but we love to celebrate and have fun along the way. We have high standards within a supportive setting that allows us to achieve a lot and have meaningful impact in the community. We're good corporate citizens with sustainability being one of our values and take care to reduce our environmental footprint.

Momentum staff work cooperatively with others; demonstrate flexibility in organizing work; have good communication skills; and demonstrate thoughtfulness in decision making. As a learning organization, Momentum staff are expected to continuously develop professionally and personally.

Staff are non-judgmental and receptive in approach and reflect genuine concern, respect and commitment towards the individual, family and community.

To see why Momentum is a great place to work and what we have to offer visit [www.momentum.org](http://www.momentum.org) Check out our mission, vision and values and how we work with our participants to make a difference.

If this sounds like a place where you would want to work, please review the position below to see if there's a fit with your skills and experience.

### **Responsibility:**

The Trades Training Program Facilitator reports to the Skills Manager and is accountable for the effective delivery of the intake, assessment and upgrading phases of the Trades Training program. Duties also include classroom facilitation and participant support through the program length. This position is responsible to meet the outcomes as specified by the program logic model and funder contract.

### **Key Areas of Responsibility:**

- Intake and Assessment
- Program Management
- Participant Support
- Organizational and Community Involvement
- Administration & Reporting

**Primary Relationships:**

- Skills Manager
- Skills Coordinator
- Program facilitator
- Skills team
- Trades Training Participants
- Contracted Instructors

**The Role:**

- The program facilitator job description is shared between two program facilitators in the skills department.
- The job description will be used for both positions with an additional role expectation that is unique for each position.
- Each program facilitator will lead alternate program/streams during the year.

**Major Responsibilities:****Intake and Assessment**

- Develop marketing materials, in collaboration with Marketing & Communications.
- Implement and monitor marketing activities for each Trades Training stream, with support from the Program Assistant.
- Deliver presentations about the program in the community and to Momentum staff and classes.
- Attend community events as an opportunity to market the program.
- Schedule and conduct program information and orientations/test sessions.
- Manage the interview and selection process as per Momentum and funder guidelines.
- Engage & select suitable candidates for the program, engaging the Trades Coordinator and Employment Facilitator in the process.
- Ensure unaccepted candidates are referred to other more appropriate interventions.
- Ensure the funding application and funding processes are clearly understood by the participant.
- Facilitate and deliver the first day orientation of the program.

**Program Management & Reporting**

- Ensure upgrading component is organized and delivered with high quality and meets the needs of the participants.
- Review and recommend program changes, if necessary based upon evaluation and trend analysis.
- Ensure class schedule is prepared: arrange for guest speakers and workshops (and support the scheduling of special events (graduation, recreation, etc.).
- Establish and maintain strong working relationships with participants and instructors throughout the program.
- Support instructors' day-to-day concerns. Maintain informal and formal communication with instructors and participants to stay aware of participants' progress.
- Enforce participants' attendance, participation, and other program policies.
- Monitor student and instructor activity first hand by attending classes, etc.
- Facilitate workshops as needed.
- Attend all class presentations and events.
- Ensure Trades program policies and procedures are in alignment with Momentum and funders.
- Liaison with Government staff on an as needed basis
- Contribute to quarterly reporting for Trades program.
- Implement evaluation and feedback during upgrading.
- Ensure program data (electronic in Mobius and paper) meets organizational and government expectations.
- Ensure program data management (including in TEA) is maintained.

## **Participant Support**

- Support participants' day-to-day concerns, particularly with respect to funding, financial issues, transportation, attendance, etc.
- Make appropriate referrals as required, and follow up regarding outcomes.
- Maintain familiarity with the scope and variety of services and programs available to support participants.
- Inform the Skills Coordinator of any participant financial or disciplinary issues.
- Arrange for tutoring/mentoring

## **Organizational and Community Involvement**

- Attend team meetings, Momentum staff meetings, community meetings and events.
- Participate in organizational activities – Committees, monthly chores, reception cover off, etc.
- Maintain an awareness of issues in the broader community/economy affecting participants and the work of the program.
- Develop and maintain relationships with referring agencies.

## **Qualifications:**

- Post-secondary degree, complemented by other training or experience in career development, or community economic development
- Experience in program management, including evaluation and achieving results
- Experience in working with multi-cultural and/or highly barriered individuals
- Strong organizational, interpersonal and coordination skills
- Creative, compassionate, shows initiative, flexible regarding work schedule
- Experience in group facilitation
- Able to work well independently and within a team setting
- Good decision making and analytical skills
- Relevant experience in non-profit sector
- Experience in working with volunteers an asset
- Strong knowledge of trades and the apprenticeship system, an asset
- Excellent interpersonal and communication skills, including presentation skills
- Strong computer literacy including MS Office suite, and Outlook
- Understanding of the trades and Calgary labour market an asset
- Knowledge of CED an asset

## **To apply:**

Please forward resume with covering letter:

**Via e-mail to: [job@momentum.org](mailto:job@momentum.org).**

State competition number in subject line of email.

Attention: Hiring Committee

**Competition Number: MOM1201**

Closing Date: Until suitable candidate is found

Applicants must state salary expectations in their cover letter.

Momentum is an equal opportunity employer. Persons from diverse groups are encouraged to apply. We wish to thank all applicants for their interest, however, only those selected for interviews will be contacted.

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