



Job Description

Position: **Facilitator(s)**

Contract / Renewal Possibility: Approx. 9-14 hours per week for 16-36 weeks

Salary: \$28.00/hour

Effective Date: Sept 5, 2019

Application Submission Deadline: Sept 10, 2019

Job Purpose

Pacific Immigrant Resources Society (PIRS) delivers pre-employment programs for women with multiple barriers including barriers to employment and belonging.

The Facilitator(s) will facilitate our Leadership, Education and Development (LEAD) Program and/or our Building Bridges Program. The facilitator will follow the set curriculum and build lesson plans to meet the aims of the program(s).

Duties and Responsibilities

Teaching:

- Implements curriculum and lesson plans for targeted programs to meet the specific needs of various immigrant women following the PIRS curriculum framework
- Plans for guest speakers, field trips and special events in consultation with the Women's Development Coordinator
- Establishes clear objectives for all program sessions and communicates those objectives to the participants
- Develops respectful, collaborative relationships with clients using a client-centered and learning-focused approach
- Provides a positive environment in which participants are encouraged to actively engage in the learning process
- Delivers the curriculum in accordance with PIRS' mission and standards
- Provides feedback on the curriculum to better meet the needs of the program goals
- Prepares materials and training rooms for the program
- Uses various adult learning methods and techniques to share information and resources
- Works collaboratively with co-workers to coordinate and enhance the program
- Works collaboratively with the staff of the host site

Administration:

- Participates in regular team meetings
- Participates in orientation and training sessions as required
- Submits narrative and assessment reports as required
- Submits required paperwork on time (time sheets, expenses, etc.)
- Participates in program evaluation reviews



PACIFIC IMMIGRANT RESOURCES SOCIETY

1874 Kingsway, Vancouver BC V5N 2S7

Tel: 604-298-5888 | Fax: 604-298-7115

info@pirs.bc.ca | www.pirs.bc.ca



Member Agency

United Way
Lower Mainland

- Liaises with PIRS administrative staff, community partners, and co-sponsors

Qualifications

Mandatory Qualifications:

- Ability to speak and write English fluently
- Demonstrates program planning and facilitation skills
- Demonstrates understanding of curriculum content and experience facilitating group programs for women
- Knowledge of immigrant and refugee women's issues
- Ability to communicate effectively in a cross-cultural setting and practices cultural humility
- Ability to work independently and with flexibility
- Knowledge of relevant community resources and services
- Up-to-date computer skills, including Microsoft Office, internet, and email
- Strong interpersonal skills and an interest in women's issues, and community building
- Have an understanding of trauma-informed and a trauma sensitive education setting

Desired Qualifications:

- Experience in adult education and/or group facilitation
- Experience working with immigrant or refugee clients
- Ability to work with and direct volunteers

Personal Qualities:

- Attitudes and values in keeping with the goals and philosophy of PIRS
- Sensitivity to the needs of immigrant women and children, whose needs may change over time
- Genuine interest in learning from other cultures
- Possession of non-judgmental and genuinely positive attitudes (culture, religion, sexuality, special needs) and freedom from stereotypes
- Understanding of the intersecting barriers and unique needs of immigrant and refugee women

Working Conditions

- This is a part-time position, with varying program hours and program locations
- Program delivery activities may require a moderate level of physical fitness to carry out duties of the position

Application Details

This position requires a criminal background check.

Please send resume and cover letter outlining relevant experience to:

Pacific Immigrant Resources Society
1874 Kingsway, Vancouver, BC V5N 2S7



Email to: ncabrera@pirs.bc.ca

DEADLINE FOR APPLICATIONS: **Sept 10, 2019**

We thank everyone for their interest. Only those shortlisted will be contacted.

With respect, diversity, and collaboration at the core of PIRS, we are an organization that knows the value of talented people. A career with us is an opportunity to be part of a team that is focused on supporting and creating inclusive environments and developing skills in those we serve. You can expect a competitive salary, flexibility and challenging work. We recognize the importance of a diverse workforce and encourage applications from First Nations peoples, women, LGBTQ-identified people, people of colour, and people with disabilities.

