

Essential Skills Manitoba is a not-for-profit organization that provides Essential Skills assessment and training. We are seeking qualified candidates for the following position(s):

Instructor/Facilitator

Directly reporting to the Director of Operations, the Instructor/facilitator is part of a team responsible for delivering Reach Forward. A program designed to prepare adult participants for long-term sustainable employment through a clear identification of skills, career preferences, occupational training, job searching, interviewing, and soft skill development. development of lesson plans and assessment tools, report writing, evaluations, and administrative tasks.

Responsibilities

- Deliver programs and curriculum in collaboration with other team members
- Develop classroom activities to enhance participants' Essential Skills
- Define student learning objectives based on employer/industry requirements
- Deliver formative and summative evaluations to measure student learning
- Maintain accurate and complete participant records
- Development of lesson plans and assessment tools
- Report writing, evaluations, and other administrative tasks.

Qualifications

- Degree in Education or Adult Education, or experience as a Workplace Trainer
- Minimum of 2 years experience in Adult Education
- Experience in group facilitation
- Knowledge and understanding of Essential Skills
- Experience with career coaching or job search instruction an asset
- Experience working with diverse, multi-barriered, multi-cultural participants

Preferred Skills and Abilities

- Proficient in the use of Microsoft Suite (Word, Outlook, Power Point, Excel)
- Strong numeracy and computer skills, with sufficient knowledge to help students
- Strong planning and organizational abilities
- Able to prioritize and complete work within a demanding work schedule
- Able to communicate effectively with Case Managers and other colleagues
- Able to connect and correlate Essential Skills to the Workplace

Communication / Presentation Skills

- Strong presentation and facilitation skills
- Strong communication skills, both oral and written
- Proficient in writing reports and business communications
- Able to collaborate with other ES instructors and team members

Please forward your resume, to info@esmanitoba.ca by **March 24, 2023**.

We thank all candidates for their interest; however, only those who are selected for an interview will be contacted.