



Women Building Futures
Work Proud

10326 107 Street
Edmonton, AB T5J 1K2
Office 780 452 1200
Toll Free 1 866 452 1201

womenbuildingfutures.com

Program Facilitator (8 Month Contract)

Our Vision: Women Building Futures (WBF) is valued for empowering women to succeed in non-traditional careers, inspiring positive economic change for women and forever transforming the face of industry in Canada.

PURPOSE

Reporting to the Senior Manager of Programs, the Program Facilitator will collaborate on the design and ongoing development of student programs to ensure the effective delivery of programming. The Facilitator delivers the WBF Best Practices and Foundational Learning workshops; acts as the Team Lead for assigned classes, and monitors student progress in support of instructors and individual learning needs.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Curriculum Development and Program Delivery

- In collaboration with the Learning Specialist, develop and deliver curriculum and lesson plans for the WBF Best Practices, Work Proud, and Foundational Learning workshops.
- Develop and Facilitate workshops and sessions for students at the WBF training facility, on-line, and at off-site locations.
- Evaluate workshops and programs with the intent of improving content and delivery, working with the Senior Manager of Programs to update curriculum and implement program changes as needed.
- Take responsibility for creating and facilitating positive, safe and effective programs.
- Create Best Practices facilitation schedules for all programs, identifying and booking relevant speakers, coordinating presentations and arranging for site visits.
- Facilitate and support students at various training locations; must be open to travel with availability to work evenings & weekends.

Instructor and Student Management and Support

- Provide support to on and off-site instructors and guest speakers.
- Ensure that all students adhere to WBF guidelines and policies.
- Provide mentoring to students so that they are prepared to build a career in the construction industry.
- Monitor student involvement and momentum within each class; meet with students to review evaluations, and provide regular feedback on attitude, attendance and progress.
- Maintain student attendance and course completion records in Client Management System.
- Identify and address strategies for dealing with potential challenges that a student may encounter during the program.

REQUIREMENTS

- Completion of relevant post-secondary education or diploma in the following disciplines: adult education, management, or related field.
- Demonstrated experience with program development, training and facilitation of workshops.
- Previous experience with curriculum development, online learning and adult learning.
- Ability to solve problems independently and use judgment to make decisions and raise awareness of more challenging/complex issues.
- Awareness of the challenges of women entering non-traditional trades, challenges of disadvantaged learners and cultural, economic and social barriers to adult learning and employment.
- Previous experience working with trades training and apprenticeship is a distinct asset.



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ORGANIZATIONAL RELATIONSHIPS

- Reports to the Senior Manager of Programs.
- Liaises with the Program, Recruitment and Employer Services teams.

Interested applicants can e-mail their cover letter and resume to: careers@womenbuildingfutures.com. Please note only short listed candidates will be contacted.

Application Deadline: July 7, 2017.

WBF operates the Women Building Futures Suncor Energy Training Centre at 10326-107 Street Edmonton, Alberta. All of our programs are geared for adult women to enter into, and succeed in the construction industry in Alberta. The goal of our pre-trades programs is to prepare women for apprenticeships in the construction trades.

Over 90 per cent of the students who complete our programs move into construction-related employment and apprenticeships. Women who come to WBF are looking to make a change in their lives — WBF instructors help facilitate this change.