



**Vacancy Posting – Competition #2019-01-22 TF**

<b>Posting date:</b>	January 22, 2019
<b>Closing date:</b>	February 1, 2019 (posting will remain open after this date until the position is filled)
<b>Position:</b>	<b>Training Facilitator</b>
<b>Hours of work:</b>	35 hours per week
<b>Start date:</b>	As soon as possible
<b>Contract end date:</b>	March 31, 2019 (may continue beyond this date)
<b>Location of work:</b>	930 Balmoral Road, Victoria, BC
<b>Rate of pay:</b>	\$22.16 per hour (benefits after successful completion of probation period)

The Inter-Cultural Association of Greater Victoria (ICA) helps individuals and organizations connect across cultures. We provide information, support and tools to help immigrants reach their goals. By engaging people through networks, education and arts programming, we create a welcoming community. ICA offers services for newcomers, including settlement and integration counseling, translation and interpretation, English classes, mentoring, volunteer matching, and peer support. We also provide outreach and education in the community through arts programming, as well as workshops on anti-racism, multiculturalism, diversity awareness, immigration and human rights.

**Job description**

Works in close collaboration with the Training Coordinator and staff in other program areas and identifies training and education needs across ICA. Plans, designs and facilitates the delivery of training initiatives. Supports the Training Coordinator in providing leadership for the effective delivery of training services. Reports to the Training Coordinator.

**Qualifications**

Undergraduate degree or certificate in adult education. Related professional courses on themes pertinent to adult education and the development of curricula/training plans for adult audiences. Minimum three years of experience in facilitation and training, and/or equivalent combination of education, training and experience. Proficiency in a major immigrant language and/or immigration experience is an asset.

One to three years of previous work experience in a similar environment (social services, nonprofit organization) and experience working with persons from a wide variety of cultural and ethnic backgrounds is preferred. Experience working with immigrants and/or refugees preferred. Knowledge of community resources is an asset.

**Key duties and responsibilities**

- Works in close collaboration with the Training Coordinator and staff in other program areas and identifies training and education needs across ICA.
- Plans, designs and facilitates the delivery of training initiatives in collaboration with Training Coordinator, respective Managers or Coordinators.
- Identifies emerging trends in order to proactively address the training needs of ICA.
- Assists Language Instructors in the planning of field trips and the scheduling of guest speakers for the language training program.
- Establishes and maintains working relationships with other service providers to identify suitable guest speakers or training facilitators for IC's courses and workshops.
- Facilitates existing orientations, workshops, life skills/education and other related training courses.
- Contributes to overall planning, implementation and facilitation of training initiatives for settlement, community development and other ICA programs.
- Participates in training opportunities to stay current on issues impacting ICA's clients and staff.

- Participates in in regular team and organization-wide staff meetings; Follows all ICA policies and administrative procedures.
- Other related duties as assigned.

### **Job skills and abilities**

- Demonstrate an understanding of the principles of adult learning as they relate to immigrant and refugee newcomers.
- Demonstrate an understanding of social service programming for immigrants.
- Demonstrate the ability to incorporate content and to adapt methodology to accommodate diverse needs of immigrant and refugee newcomers.
- Stay current on community services and resources.
- Demonstrate the ability to design and facilitate workshops, including orientation workshops, for individuals and families experiencing discrimination, racism and culture shock.
- Demonstrate the ability to create and sustain a safe and positive learning environment.
- Demonstrate the ability to use current and appropriate media technology as a tool for settlement and integration education.
- Demonstrate commitment and professionalism in the area of facilitating settlement and integration workshops and courses.
- Practice time and resource management techniques.
- Demonstrate the ability to work effectively as a member of a diverse team, including language training instructors, settlement workers, childcare workers, community development and support workers, to address settlement and integration needs of newcomers through group sessions.
- Demonstrate facilitation skills.
- Practice effective interpersonal and intercultural communication techniques; demonstrate conflict resolution techniques.
- Understand how to apply the basic principles of crisis management in the classroom.
- Demonstrate critical thinking and problem-solving techniques.
- Demonstrate networking and relationship building.
- Create and maintain professional boundaries.

### **Additional information**

- Some travel to community locations within Greater Victoria will be required. Occasional travel to locations in other parts of British Columbia and/or Canada for purposes like professional development, networking, or conferences may also be required.
- Some work outside of regular office hours, including evenings and weekends, may be required. Flex time schedules will be made to accommodate non-regular work hours.
- ICA compensates overtime hours with time in lieu.
- Valid BC driver's license and access to a car would be an asset.
- As a condition of hire, an updated criminal record check, including vulnerable populations check, and proof of WHMIS training is required.

### **Closing date**

Please submit a **cover letter and current resume via email in .pdf format**, noting relevant language proficiencies, qualifications and experience to the Inter-Cultural Association of Greater Victoria, 930 Balmoral Road, Victoria, BC, V8T 1A8, Attention: HR Manager, at [careers@icavictoria.org](mailto:careers@icavictoria.org).

This posting will remain open after February 1, 2019, until the position is filled. **Please quote Competition #2019-01-22 TF in subject line.**

*Please note: This is a unionized position subject to the terms and conditions of our Collective Agreement and of our funding agreements with various funders. As per the Collective Agreement, internal applicants will be given consideration with respect to filling the position prior to external candidates being hired. This position is open to applicants of all genders. This position requires union membership. Only short-listed applicants will be contacted.*