

POSITION TITLE: Pre-Employment Facilitator Assistant	STATUS: Canada Summer Jobs Student Position – 9 weeks
DEPARTMENT: Employment Services	# HOURS / WEEK: 30
REPORTS TO: Youth Works and Pre-Employment team lead	Hourly Wage - \$19
POSTING DATE: May 5, 2023	CLOSING DATE: When Filled

JOB SUMMARY: Working within the Employment Services department, this position works in our Toronto Employment and Social Services (TESS) and Youth Employment and Skills Strategy (YESS) funded programs to facilitate virtual and or/in person workshops and assist in the delivery of services

DUTIES:

1. Work with other Employment staff to provide support to both job seekers/participants and staff, including but not limited to technology/Zoom, client intake and administrative work.
2. Assist in the delivery of job search, newcomer and wellness related workshops
3. Provide input on materials, activities and delivery methods based on client feedback, demographics and anticipated needs for the development/ improvement of services.
4. Administer evaluations at the end of each session to build upon success of the workshop and to ensure quality of workshop delivery
5. Actively participate in and prepare for team and other meetings
6. Adhere to all TNG policies and procedures and ensure that confidentiality is maintained
7. Cooperate with AODA and health and safety procedures and policies
8. Perform other duties, appropriate to the position, as required.

REQUIREMENTS:

- Strong facilitation skills and workshop delivery knowledge (job search, newcomer and wellness based would be an advantage)
- Strong computer/technical skills, and thorough knowledge of Microsoft Applications and operating systems (including Windows, Word, PowerPoint, Excel, Outlook, Teams, and Zoom) with the ability to troubleshoot problems.
- Superior organizational and time management abilities
- Demonstrated ability to work effectively in a team and independently.
- Possess multicultural sensitivity and the ability to work in a multicultural/multiracial organization
- Sensitivity to youth, as well as people living in poverty, newcomers, and people living with mental wellness challenges.

- The willingness and flexibility to alter work schedules and regular duties to accommodate the needs of clients, the department and/or the agency.
- Ability to communicate in a second language would be an asset

QUALIFICATIONS:

- Education in Social Work, Social Service Work, Community Work, or equivalent education and experience, including lived experience an asset
 - Knowledge of crisis intervention, conflict resolution or related courses would be an asset
 - **As a Canada Summer Jobs position, candidates must be between 15 and 30 years of age, be Canadian citizens, permanent residents or persons on whom refugee protection has been conferred under the Immigration and Refugee Protection Act and be legally entitled to work in Canada.**
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To apply, submit your application with “**Pre-Employment Facilitator Assistant**” in the subject line of your email to: summerjobs@tngcs.org