



MCC Employment Essentials – Richmond

Position: Job Search Keys Facilitator, 1 FTE

Seeking: Job Search Keys Facilitator Extraordinaire

If you have great experience facilitating multicultural groups, enjoy unearthing success stories and writing fabulous resumes, and can motivate participants to leave their desktops, engage the world, and actively learn more about local businesses and organizations, then we have a job for you! The Richmond office is seeking a dedicated, experienced professional to join our employment team. You could be the person we are looking for to fill the position of Job Search Keys Facilitator.

Employment & Community Development - Mennonite Central Committee (MCC), MCC is the international relief, development and peace agency of the Mennonite and Brethren in Christ Churches in North America. MCC serves among people suffering from poverty, conflict, oppression and natural disasters. In British Columbia we support international relief and development efforts and we also have local programs, including Employment & Community Development. **For more information about MCC visit www.mcc.org**

The staff working in the Employment & Community Development Department are expected to support mission and values of MCC, understand the issues faced by marginalized groups, and respect and appreciate that all people have the right to access services in their local community. An understanding and appreciation for the dynamics inherent in unemployment and career transition is also valued.

Scope of Position:

- Reports to the Site Coordinator.
- Facilitate Job Search Keys workshops in collaboration with other JSK Facilitators.
- Facilitate Action Team meetings for JSK participants.
- Case conference with other JSK Facilitators regarding participants' progress in program.
- Case conference with Case Managers at the Employment Resource Centres as required.
- Provide individual coaching sessions for program participants.
- Facilitate the production of professional resumes, cover letters and mock video interviews.
- Follow-up regularly with participants to ensure their success.
- Administration and photocopying as required.
- Collaborate with the Intake Coordinator as required.
- Write program curriculum in collaboration with the Site Coordinator and other team members.
- Adjust lesson plans in collaboration with other JSK Facilitators.
- Participate in centre meetings and contribute to the effectiveness of the Centre's programming.
- Participate regularly in marketing activities in the community.

Professional Skills:

- A high degree of willingness and ability to work in an active team environment.
- Good verbal and written communications skills for facilitating, giving and receiving feedback, participating in meetings and writing reports.
- Client-centred coaching skills utilizing a brief therapy (solution focused) model.
- Interpersonal skills to effectively interrelate with team members, and to accurately represent the organization to community agencies.

- A professional yet personal approach. A high level of respect for the diversity of the people served and an ability to maintain client confidentiality.
- Proficiency with computers and MS Office.
- Knowledge of the local labour market, and methods to maintain current understanding of local influences.
- Enthusiasm, flexibility, a non-judgmental approach, and a reflective learning style.

Email Resume and Cover Letter to:

Heather Hopkins, Site Coordinator
hhopkins@mccbc.com
230 – 3631 No. 3 Rd. Richmond, BC V6X 2B9

PLEASE NOTE:

1. Desired start date: Immediately.
2. Interviews will commence ASAP.
3. The position will remain open until filled.
4. MCC Employment & Community Development reserves the right not to make an appointment.
5. Direct all enquiries to Heather Hopkins, Tel. 604-303-9025 or email: hhopkins@mccbc.com