



JOB DESCRIPTION

Title: Self-Employment Facilitator/Business Coach
Vancouver Island/Virtual

Job Description: Self-Employment Facilitator/Business Coach will be responsible for delivery of formal, employment services to participants through workshop facilitation and one-to-one coaching. This position endeavors to empower entrepreneurs from concept to launch of startups. The facilitator guides participants through these services and activities using a holistic model with a focus on participants in the process of transitioning into self-employment.

Primary Responsibilities:

Facilitation:

- Conduct effective workshops/sessions that form the basis of program activities and content
- Assist in development and adaptation of curriculum, schedule and program development for an adult learning environment with clear learning objectives and organized documentation
- Facilitate workshops in a manner conducive to client motivation
- Record and report on attendance for all sessions with supporting documents
- Build the continuity of participant learning throughout the programming

One-on-One Employment Counselling/Coaching:

- Provide action-oriented, solution-focused employment counselling to address barriers to self-employment
- Assess needs and address appropriate next-steps plan with participants
- Assist participants in employment related issues such as self-employment transition, self-esteem, confidence building, communications skills, decision making, problem solving, and stress management.
- Assess appropriateness of participants goals with labour/business market opportunities
- Lead participants to self-awareness through interpretation of assessment tools
- Draw the correlation between the client's transferable skills and labour market opportunities
- Assist in development of awareness of employability skills in changing workplace
- Maintain in-house case management files and client service statistics

Intake/Follow-up:

- Conduct intake assessment/referral interviews for all potential participants
- Conduct follow up including one-on-one sessions to review participants progress and offer additional support as needed
- Track participant progress and report as per MCSCS procedures



Marketing:

- Market and conduct information/orientation sessions and one-on-one interviews for all potential participants to meet program expectations
- Assist in marketing program to prospective participants, agencies and employers

Employer Liaison:

- Provide participant with the opportunity to connect to business community
- Share labour market trends with team: business closures, business openings, major hires.

General Responsibilities:

- Abide by the policies of MCSCS as they exist or are developed
- Maintain ethics and professionalism in delivery of service
- Work collaboratively and proactively
- Remain flexible and adapt to change
- Provide constructive feedback to management about program content and systems
- Maintain participant confidentiality and documentation in accordance with privacy laws
- Attend staff meetings

Qualifications:

- Demonstrated experience with Employment and Self-employment principles
- Career Development Practitioner Certification and proven years of experience in facilitation in both one-on-one and workshop environments
- Demonstrated experience in administering and interpreting a variety of assessments
- Good working knowledge of Labour Market Information
- High level of computer skills to include: Zoom, MS Office Suite, internet research and troubleshooting
- Exceptional interpersonal skills and effective advising, motivational and positive reinforcement skills
- Ability to work in an informal or classroom environment supporting clients according to their needs.

Submit cover letter and resume to:

Diana Dufour-Zand
Manager of Employment Programs and Human Resources
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Pending Approval