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Job Title                                   **Project Instructor/Employment Counsellor**  
Reporting to:                               Program Manager  
Term of employment:                      Date – March 31, 2022 (possibility of extension based on funding)

Who WE are...

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Since 1998, Global Gathering Place (GGP) has remained dedicated to helping refugees and immigrants integrate and thrive in Canada. By delivering critical services, English classes, and a full calendar of programs, we work hard in service of our vision: A society where newcomers to Canada are fully engaged and valued.

As GGP has grown from a grassroots group to a non-profit leader in the settlement sector, we continue to pride ourselves on personalized, client-centred service. We know our clients; we understand their needs, their fears, and their goals. No one is ever a number at GGP.

Our organizational culture centres around collaboration and each staff member wears many different hats. We work together across departments and in partnership with diverse community partners. We offer guidance for making local services more inclusive and accessible, and advocate for what we know to be true: that immigrants and refugees, when given the opportunity, make valuable contributions to all aspects of Canadian society.

Who YOU are...

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You strongly believe in diversity, respect for people, and have a passion for helping others thrive and succeed. You value and are committed to equality, respect, and you love learning about people and their cultures. You are at your best when you surround yourself with other committed individuals and you do your best work when you collaborate and work WITH others. You are goal oriented, tenacious, and creative when it comes to problem solving.

What is a Project Instructor/Employment Counsellor...

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The Project Instructor/Employment Counsellor is responsible for assisting the Project Coordinator in executing key components of the project and delivery of customized training models designed to increase participants' employability. The training model will focus on 5 common essential skills/skills for success identified in various positions within the identified the National Occupation Code (NOC).

The Program Instructor/Employment Counsellor:

- Welcomes and registers new clients to GGP
- Accurately assesses client's barriers and challenges in the labour market and immediate settlement and integration needs and refers them to appropriate programs and/or services within GGP and the wider community
- Identifies the foundational skills and knowledge required for the targeted occupation/industry
- Customizes the pre-employment skills development and training model based on unique needs of the Saskatoon region

- Prepares lesson and session plans adhering to and enhancing the training model developed by the project team
- Delivers in-class group training for participants
- Provides instructional expertise on occupational and essential skills
- Provides individual career counselling support to clients
- Assists clients individually in the development and implementation of career action plans and labour market analysis
- Ensures participants' skills are strengthened in the essential skills needed for job placement and/or retention
- Assists with project evaluation and outcome measurement tools
- Participates in project promotion, orientation, and client recruitment
- Maintains database and file management systems to track current program participants, their progress, program enrollment, and program resources
- Produces accurate statistical and written monthly reports
- Builds and maintains productive working relationships with GGP clients, staff, and volunteers
- Ensures all interactions with stakeholders represent GGP as a professional, welcoming, and resourceful organization and are consistent with the values and mission of GGP
- Performs all other duties as assigned

Secondary responsibilities are:

- Participates in organization and team staff meetings as well as other required meetings
- Upholds GGP vision and values
- Follows all GGP procedures and protocols
- Works well with others in a team and client environment
- Helps other team members as needed, as all teams are expected to work cross-functionally
- Able to work flexible hours when needed and to adapt to changing work schedules
- Reliable and punctual
- Willing and able to be mentored, and to participate in training and other professional development opportunities, especially deemed relevant to the position
- Demonstrates a high level of initiative and enthusiasm

Do YOU have the education, skills, and competencies...

- A University degree in the Education, ESL Education for Adults, Communications, Humanities, Social Sciences, or related area
- A Career Development professional designation is an asset
- Experience in a similar role working with clients from varying populations (ie. racialized and immigrant populations and commitment to promoting environments where diversity in background, thought and practice is welcomed and valued
- Experienced in pre-employment and essential skill development knowledge, such as: job search techniques to tap into the hidden job market; resume and cover letter development; and interviewing skills and techniques to prepare clients
- Innovative and the ability to take initiative
- Problem solving and critical thinking skills
- Professional, driven, charismatic, reliable, and confident who thrives under pressure
- Cultural sensitivity and strong commitment to providing quality services to newcomers
- Superior communication, organization, and presentation skills
- Advanced MS Office skills, internet applications and database software
- Ability to prepare monthly/quarterly reports to meet guidelines

- The ability to speak another language is an asset
- A valid Class 5 Driver's License in good standing order
- A clean Criminal Record with Vulnerable Sector Check

NOTE: The above job description reflects management's assignment of the most essential functions of the job classification. It does not prescribe or restrict the tasks that may be assigned nor is it intended to be an exhaustive list of all responsibilities and activities required of the position.

*Edited May 4, 2022*