



The Global Gathering Place

Job Title

Reporting to:

Term of employment:

Program Facilitator – Full-Time

Program Manager

Date – March 31, 2024 (possibility of extension based on funding)

Who WE are...

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...

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 Program Facilitator...

The Program Facilitator welcomes newcomers and assists them with their settlement and integration needs and refers them to appropriate programs and services within GGP and in the community. GGP offers a wide range of programs aimed at increasing newcomers' skill levels, social networks, professional networks, employment readiness, language ability, and general wellbeing.

The Program Facilitator is part of a team which is responsible for ensuring that programming at the GGP contributes to the successful integration of clients to life in Saskatoon. This Program Facilitator takes on a leadership role to deliver employment services and provide information to GGP's immigrant and refugee job seeking clients.

- Welcomes and register new clients to GGP.
- Accurately assesses clients' needs and develops a service plan that demonstrates the coordinating of appropriate interventions to support his/her employment goals. Such support includes, but is not limited to, job readiness skills, job search strategies, writing résumés and preparing for job interviews, accessing educational and financial resources, etc.
- Provides on-going individual support to clients.

- Collects labour market information for clients regarding job openings, entry and skill requirements and other occupational information.
- Collaborates with employment/staffing agencies on connecting clients with prospective employers.
- Provides clients with information and referral services and administer and discuss second career applications and options.
- Creates, updates, and delivers job readiness workshops.
- Advertises and recruits for programs.
- Maintains database and file management systems to track current program participants, enrollment, successes, and resources.
- Produces accurate monthly reports.
- Participates in grant applications and reports for funders.
- Ensures all interactions with stakeholders represent GGP as a professional, welcoming and resourceful organization and are consistent with the values and mission of GGP.
- Builds and maintains productive working relationships with GGP clients, staff and volunteers.
- Perform 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.
- Be able to work flexible hours when needed and to adapt to changing work schedules.
- Be reliable and punctual.
- Be willing and able to be mentored, and to participate in training and other professional development opportunities, especially deemed relevant to the position.

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

- A University degree in the humanities, human resources, social sciences, or related area.
- A minimum of two (2) years' working in the human service field with program planning and delivery.
- Experience and commitment to promoting environments where diversity in background, thought and practice is welcomed and valued.
- 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.
- The ability to speak another language is an asset.
- A Criminal Record Check including a 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.