

The Global Gathering Place

Job Title

Reporting to:

Term of employment:

Program Facilitator – Full-Time

Program Manager

Date – March 31, 2025 (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 assists newcomers to Canada with their settlement and integration needs, directing them to suitable programs and services within GGP and in the community. GGP offers a wide range of activities designed to enhance newcomers' skills, social and professional networks, employment readiness, language abilities, and overall wellbeing.

As part of a dedicated team, the Program Facilitator ensures that GGP's programs effectively support clients' successful integration into Saskatoon life, providing personalized assistance to address settlement challenges and goals. This role requires effective scheduling, recruiting participants, booking presenters and facilities, and creating and delivering impactful content. By assessing clients' immediate needs, Program Facilitators provide tailored support, group information sessions, and appropriate referrals.

- Welcomes and register new clients to GGP.
- Accurately assesses clients' needs and coordinates appropriate interventions to support their settlement goals. This includes enhancing job readiness, building financial and digital literacy, accessing community resources, and orienting to life in Canada, among other supports.
- Creates, updates, schedules, and delivers program content.
- Advertises programs, recruit's participants, and coordinates facilities and presenters for group sessions.
- Stays up to date on community resources to successfully facilitate referrals to prospective employers, educational institutions, community partners, etc.

- Maintains database and file management systems to track current program participants, enrollment, outcomes, 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, education, 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.