



**Job ID #:** 25070-WorkBC  
**Position:** Employment Resources Facilitator  
**Location:** In office - WorkBC Squamish  
Regular full-time position at 37.5 hours per week starting **as soon as possible until March 31, 2027.**  
**Second language considered an asset.**  
**Posting Date:** September 05, 2025  
**Closing Date:** September 19, 2025

#### **Why choose us!**

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

#### **Summary:**

Reporting to the WorkBC Senior Manager and Program Manager of Squamish WorkBC, the Employment Facilitator improves client employment readiness through referral and follow-up to community referral and through competency-based training. Employment Facilitators support clients to obtain job placements by facilitating and supporting self-marketing job search activities.

#### **How You'll Make a Difference:**

- Markets employment and training program(s) to prospective clients and employers and develops related promotional materials.
- Conduct orientations, information sessions, pre-screen, and evaluate client eligibility for programs and services. Supports clients to enroll in government required registration.
- Provides clients with information regarding available resources within the community, refers to other programs and services as required, and monitors enrollment/progress in those programs.
- Provide support, direction, and regular contact to clients utilizing the Resource Centre.
- Ensure clients utilizing the Resource Centre have access to current and updated job search resources and job leads. Support and follow-up clients in their self-marketing job search.
- Liaises with the program funder, internal staff, and stakeholders to provide and receive information that supports clients/student's ability to achieve their goals.
- Teaches student/client and provide coaching using a variety of instructional methodologies to enable the development of skills necessary for increased employability and/or personal independence.
- Assists clients to become job-ready by arranging for short-term training.
- Share employment and training program (s) to prospective clients and employers and develops related promotional materials.
- Formally evaluates students/clients in areas such as technical and interpersonal skill development; provides student/clients with feedback and prepares progress reports.
- Provide ongoing assessment and evaluation of student/client skill acquisition.
- Physically able to lift small packages and storage tubs, on occasion as needed.
- Completes and maintains related records and documentation such as student evaluations, attendance records, schedules, waitlists, and job placement results
- Perform other related duties as assigned.

**What You Bring:**

Diploma in human services or instruction and two years recent, related experience in instruction and/or providing job-search assistance or equivalent combination of education, skills, and experience. Demonstrated understanding of the local labour market trends and employment placement opportunities in BC. Must pass a criminal record background check. **Fluency in a second language an asset.**

**What Makes You a Change Maker:**

- Ability to communicate effectively, both verbally and in writing.
- Ability to motivate clients and/or program participants to learn skills and acquire employment.
- Ability to meet deadlines, manage a varied client load, and work under pressure.
- Knowledge and familiarity with educational methodologies and instructional techniques for adults.
- Ability to work in a flexible environment and to work independently.
- Advanced MS Office and database skills.
- Demonstrated ability to take initiative and problem solve.
- Physical ability to carry out the duties of the position.
- Ability to establish and maintain harmonious and productive relationships with people from a wide variety of backgrounds.

**ISSofBC Value Proposition**

- Expected Hiring Range: **\$22.90 - \$25.20** \*Dependent on education, training, experience, and internal equity. \*Wage grids are reviewed annually. We are a proud and certified Living Wage BC Employer. Our current total compensation package continues to meet the requirements of living wages in BC to support our employees.
- 105 hours of vacation and 35 hours of personal leave.
- Extended health and dental benefits within a month of joining.
- Annual Health and Lifestyle Spending Account of \$500 to support your well-being and personal wellness (prorated).
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%.
- Employee and Family Assistance Program (EFAP).
- Values-based organization with collaborative peers with a wide range of backgrounds and talents.
- Inclusive culture and innovative workplace with opportunity for new approaches.

**We acknowledge Indigenous Peoples on whose territories we are privileged to work, welcome and support newcomers, including immigrants, refugees and students. We honour the Nations who have always cared for these lands, waters, and air. In line with ISSofBC's commitment to equity, we promote inclusive employment opportunities for women, Indigenous Peoples, people with disabilities, persons of diverse sexual orientations, gender identities or expressions (2SLGBTQI+), and racialized individuals. Guided by our values of Purpose, Improvement, Belonging, and being Genuine, we strive to create a collaborative environment where diverse perspectives and unique strengths are celebrated.**

Applications must include "25070-WorkBC" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

**For Internal Applicants** – existing employees and volunteers, please indicate "INTERNAL <25070-WorkBC>" in the subject line. Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. Closing Date: **September 19, 2025.**

*If You are Passionate about Making a Difference, Apply Now!*

