

Program Instructor/School Programs Coordinator

About the Halton Industry Education Council

HIEC is an innovative not-for-profit social enterprise that focuses on partnership, mentorship and workforce development in Ontario. With 27 years of experience as an active community-focused organization, HIEC's goal is to enhance career education and inspire youth to make informed career decisions. We offer a team environment that encourages innovative ideas and an entrepreneurial spirit.

Position Description:

We are currently seeking a highly motivated individual who is passionate about education and experiential learning for the position of Program Instructor/School Programs Coordinator. The successful candidate will be responsible for the HIEC Career Centre and the ongoing delivery, development, implementation and overall success of the Grade 7 Career Awareness Program which is delivered to all Halton students. This standalone role also has responsibility of facilitating other Career Development workshops across Halton as required.

Responsibilities will include but not be limited to:

- Facilitation of a daily two hour Career Awareness/Exploration workshop to grade 7 students and other various groups who attend the HIEC Career Centre
- Planning, designing and delivering of all workshops pertaining to the Career Centre including all administrative tasks associated with the management of the centre
- Partnering with various community stakeholders, including Educators and Donors to ensure program runs smoothly
- Collecting and disseminating of all materials needed by education partners on an on-going basis
- Facilitation of Resume Writing/Interview Skills, Labour Market Information, Career Studies and Pathway Planning Workshops in high school classrooms
- Providing individual counseling to students/adults as needed
- Actively participate in annual events to support the overall HIEC vision of being the broker of information to the Halton community
- Assist with fundraising initiatives including creating strategy and proposal writing as required
- Management of a team of high school and post-secondary placement students

Qualifications to succeed:

- Post-Secondary education with a focus on Education or Career Development or equivalent
- Exceptional facilitation skills and the ability to be creative and successfully promote new concepts, skills and ideas to youth with an innovative approach
- Have a keen interest in program development and delivery
- Demonstrated skill in writing communications clearly and concisely
- Proven ability to work effectively under pressure, to be part of a team, to be responsive and to meet deadlines

- Resourceful and able to provide solutions to effectively deal with challenging situations
- Outstanding ability to communicate and foster relationships with all levels/stakeholders
- Superior planning and organizational skills with exceptional attention to detail
- Interest and ability to work in a smaller-sized, not-for-profit organization
- Excellent follow through on action items while keeping the team informed of progress and maintaining high energy and enthusiasm
- Knowledge of Career Development and Labour Market Information an asset
- Designation to provide Personality Dimensions workshops an asset
- Advanced computer skills (MS Office, Outlook)
- Proven ability with e-learning tools and social media
- Bilingualism (English/French) an asset
- Possess a valid driver's license and own a reliable vehicle with appropriate insurance, willing to do some travelling

Qualified and interested candidates are requested to apply via email. Email: Michelle Murray at mmurray@hiee.on.ca

We thank all applicants for applying; however, only selected applicants will be contacted for a preliminary interview.

Application Deadline: Friday, September 1st, 2017