

# Program Instructor

The Program Instructor will collaborate on the design and ongoing development of student programs and ensure effective delivery of programming. They will deliver the Workplace Culture workshops, act as Team Lead for assigned classes and monitor student progress in support of instructors and individual learning needs.

## Key Responsibilities

- Deliver Best Practices Workplace Readiness and Career Development curriculum, workshops and sessions for students and for off-site groups; adapt materials to changing circumstances.
- Provide evaluations to workshops and programs with the intent of improving content and delivery.
- Take responsibility for creating and facilitating positive, safe and effective programs.
- Create Best Practices for Workplace Readiness schedules for all programs, identifying and booking relevant speakers, coordinating presentations and arranging for site visits.
- Conduct evaluations and provide feedback to instructors and guest speakers.
- Plan and participate in student orientations and graduations.
- Ensure that all students and instructors adhere to organizational guidelines.
- Coordinate site tours, guest speakers, one on ones, and interview skills workshops.
- Provide mentoring to students so that they are prepared to build a career in the construction industry.
- Monitor student involvement and momentum within each class; meet with students to review evaluations, and provide regular feedback on attitude, attendance and progress.
- Identify and address strategies for dealing with potential challenges that a student may encounter during the program.
- Prepare student materials as needed for programs.

## Education & Experience

- 3 to 5 years of experience with training program development and facilitating adult learning courses and workshops with demographic diversity.
- Completion of Undergraduate Degree or Diploma in Education, training, social work or the equivalent.
- Formalized coaching, mentoring courses would be an asset.
- Excellent communication skills – written and particularly verbal.
- Strong adult learning facilitation and presentation skills.
- Familiarity / exposure to non-traditional sectors – construction, oil & gas, farming, mining.
- Awareness of the challenges of women entering non-traditional trades as well as cultural, economic and social barriers to adult learning and employment.

Full time, Contract Position

Interested applicants can e-mail their cover letter and resume to [careers@womenbuildingfutures.com](mailto:careers@womenbuildingfutures.com).

Please note only short listed candidates will be contacted.

**Open until suitable candidate is found.**