



PURPOSE

We are partners in our clients' journey to achieving their full potential; innovators, and collaborators in the employment support, training, and skills development fields.

MISSION

We develop and deliver innovative employment tools and training and provide outstanding services that support people on their work and personal journey.

VISION

To inspire and advance the employment, training, and skills development ecosystem locally, nationally, and globally.

Futureworx values the power of diversity, equity, and inclusion in our workforce, our relationships and our programs and services.

We are committed to building a diverse and inclusive community, where the rights of all individuals and groups feel safe, valued, empowered, and respected for their contributions. Applications from candidates who have been historically disadvantaged and marginalized, including Indigenous peoples, black, racialized, a person with a disability, and 2SLGBTQ+ are encouraged.

About Us...

Futureworx is a charitable organization based in Nova Scotia, whose purpose, since its inception in 1984, has been to help individuals facing employment barriers to overcome their obstacles and reach their full potential both in their community and in the workplace.

Our approach has evolved over time and today, Futureworx is a leader in developing and delivering innovative employment tools and training, always with a wholistic view that incorporates social and emotional skills or 'soft' skills development.

Futureworx has been a high-growth and innovative organization, that today delivers services in every county of Nova Scotia and every Canadian province and works with partners across the country and around the globe.

Futureworx

We have a Full-time, Term **Opportunity** working 35 hours/week for an **Instructor** who thrives in a supportive team environment and has a passion for helping others in their journey to reaching their fullest potential. This position will be based out of our Truro Campus Work Activity Centre in Truro and reports to the Operation Manager under the direction of the CEO. It is a **32-week term** with an anticipated start date of December 5th, 2022 to July 14th, 2023.

ROLES & RESPONSIBILITIES

Instructor

As part of our dynamic and supportive team your primary role includes the planning, preparation, and delivery of technical Industry specific skills and Personal and Professional Development curriculum as well as the provision of ongoing learner supports, such as employability skills.



- Prepare and instruct classes related to assigned industry sector, personal and professional development, essential and employability skills
- Coordinate the engagement of Subject Matter Experts and/or external service providers, as required
- Provide student performance /feedback sessions.
- Advise students regarding academic matters.
- Create an environment that is conducive to learning and student development.
- Maintain records of student attendance, lab, and/or homework assignments.
- Communicate collaboratively and pro-actively with internal and external program stakeholders.
- Assist with arrangements for industry specific, student work placements, as required
- Contribute to providing a welcoming, respectful, and safe learning environment.

SKILLS & EXPERIENCE

- Diploma in Human Services/Social Work, or equivalent of a minimum of one (1) year of relevant experience in adult education and/or group facilitation and demonstrated ability to support adult learners.
- Proficiency using Microsoft Office 365.
- Excellent interpersonal, written, and verbal communication skills.
- Effective organizational and time management skills.
- Demonstrated ability to establish and maintain collaborative work relationships with internal and external program stakeholders
- Committed to inclusionary practices, ethical decision making and respect for diversity

Futureworx believes our employees
are our biggest ASSET!

We strive to recognize and reward our employees' contributions accordingly.

We offer an excellent benefit and compensation package:

\$24.55 - \$27.64 /hours based on 35 hours/week

Earn 1.25 days/month for vacation

14 additional paid holidays including STAT holidays (based on eligibility)

3 Personal Days annually upon eligibility

Earn 1.25 days/month sick time

Professional Development

Diversity, Equity, Inclusion Council

Accessibility Committee

Employee Assistance Program



Quarterly "Champion" Award

WANT TO JOIN OUR TEAM?

- If you are interested in joining our team, please send your cover letter and resume via email to Aaron Devine, Operations Manager, at aarond@futureworx.ca . If you wish to self-identify as a candidate from an under-represented group, please do so in your cover letter.
- Applications will be accepted until 4:00pm on Friday, November 18th, 2022
- Only candidates who have been selected for an interview will be contacted.
- Once interviewed, you may be recommended for a 2nd interview with our Personnel Committee from our Board of Directors
- Anticipated start day is December 5th, 2022
- All offers of employment are conditional upon a clear criminal record check

We look forward to hearing from you.