



## 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 **Term – part-time** opportunity working 21 hours/week for up to 24 weeks as 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 the Truro Campus and reports to the Operations Manager under the direction of the CEO. The anticipated start date is May 6<sup>th</sup>, 2024 with an anticipated end date on or around November 1<sup>st</sup>, 2024.

## ROLES & RESPONSIBILITIES

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. This position would be attractive to individuals with a background in human and social services coupled with occupational experience in adult education or group facilitation and employment focused



counselling.

- Prepare and conduct classes related to assigned industry sector, personal and professional development, essential and employability skills in accordance with established curriculum.
- 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, grades, 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 maintaining a healthy, secure, 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 stakeholder.
- Commitment 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:

\$26.07 - \$27.66 /hour based on 21 hours/week

Earn 1.25 days/month for vacation, pro-rated for part-time hours

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

3 Personal Days annually, to be pro-rated upon eligibility

Earn 1.25 days/month sick time, pro-rated for part-time hours

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](mailto: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, April 26<sup>th</sup>, 2024
- Only candidates who have been selected for an interview will be contacted.
- All offers of employment are conditional upon a clear criminal record check.

**We look forward to hearing from you.**