



MEMORANDUM

Attached is a posting for a temporary Adult Basic Education (ABE) Facilitator currently available in Humboldt. Applications must be accompanied by an updated resume.

This competition will end on **March 22, 2019**. Applications received on or before that date will be considered. To apply, please forward a letter of application quoting the competition number as indicated on the attached posting detail. Please forward (by e-mail or mail) all applications to:

Human Resources Department
P.O. Box 720
Humboldt, SK S0K 2A0
careers@carltontrailcollege.com
Tel: (306) 682-2623
Fax: (306) 682-1348

In all cases, salaries and benefits are according to the respective classification in the Collective Agreement.

Adult Basic Education (ABE) Facilitator

Competition # 1819-38

Classification:	Level 6
Position Description:	Attached
Category:	1.0 FTE (temporary to September 30, 2019)
Hours of Work:	Field
Location:	Humboldt

POSITION SUMMARY

The ABE Facilitator is an in-scope position reporting to the ABE and Student Services Manager. The incumbent is responsible for coordinating and administering ABE services and programs throughout the College's region; providing support to clients and learners; and representing the College to a variety of stakeholders.

DUTIES AND RESPONSIBILITIES

Program Planning and Coordination:

- Assists with conducting needs assessments, researching programs/courses to determine their suitability
- Assist in the development and delivery of a sustainable ABE and literacy services program for the College
- Research and develop grant and project proposals under the direction of ABE Manager
- Provide ongoing assessment and evaluation of learners as required
- Assists in determining resource requirements for programs/courses (including facilities, supplies, etc.)
- Collaborate with Program Managers and other College staff to provide input on the development of literacy program plans and targets
- Represent the College at provincial literacy events and forums
- Coordinate the College's ABE program, including the management of resources to effectively deliver ABE services region-wide
- Assist and advise in the marketing and promotion of the College's ABE program
- Manage the assigned program budget under the direction of the ABE Manager
- Maintain appropriate records and statistical information as required
- Oversee and ensure timely entry of student data into the student information system
- Other duties as assigned.

Program Support:

- Provides pertinent and timely oral and written reports as required
- Responsible for the day-to-day activities of the ABE programs
- Assists with student recruitment and marketing activities
- Support staff and instructors in addressing student literacy issues
- Manage the College library of ABE and program resources
- Monitors the delivery of programs/courses and responds, when necessary, to quality assurance issues
- Liaise with community organizations and service providers in support of ABE
- Engage regional stakeholders to promote ABE
- Communicate effectively with staff, clients, potential clients, other agencies, institutes, organizations, stakeholders, and the general public
- Participate in meetings and discussions with stakeholders such as co-workers, students, agencies, government departments, business and industry educational institutions, partners in program development and delivery, and aboriginal organizations.

KNOWLEDGE, SKILLS AND ABILITIES

- Proven organizational skills that allow handling multiple tasks associated with a region-wide program, while at the same time ensuring that specific details are dealt with in a timely fashion
- Proven ability to practice effective time management and prioritize work

- Knowledge of modern managerial practices, office procedures, and business communication
- Demonstrated problem solving skills
- Proven ability to work independently and make sound decisions while maintaining good judgment in keeping supervisor, coworkers, partners, employers and students apprised of important developments
- Intermediate computer skills in word processing, spreadsheet software, email and internet applications
- Experience working with adults and experience in Literacy would be an asset
- Ability to maintain confidentiality of personal information at all times and in accordance with Local Authority Freedom of Information and Protection of Privacy Act
- Ability to adapt to changes in the work environment, structure, processes, requirements or cultures.
- Operates with integrity at all times
- Demonstrated ability to keep the organizations vision and guiding principles at the forefront of decision making and action
- Demonstrated ability to set high standards for oneself and others and accepting responsibility for all actions
- Demonstrated ability to ensure that all tasks are completed with high attention to detail ensuring accuracy

OTHER REQUIREMENTS

- Must possess a valid Saskatchewan Driver's License and be willing to travel on occasion. Most travel is within the geographical area, with few overnight stays necessary. Some provincial travel is required.
- Criminal Record Check and that is satisfactory to Carlton Trail College.

EDUCATION

The minimum relevant formal training essential to perform the functions of this position is a relevant two-year diploma, preferably in the social sciences field or academic equivalent. This education would typically provide knowledge in adult education program development, needs assessment, budgeting, proposal writing, analytical and research skills. The amount of practical related experience required is two years.

EXPERIENCE

This experience would typically provide skills required to negotiate with partners, deal with sensitive situations, skills in time management, supervision, leadership and budgeting as well as communication, interpersonal, analytical and evaluation skills. Proficiency in business software application is required. Must have the ability to function in a cross-cultural environment. Must be willing and able to travel.