



Join us as we
Unearth Passion and Potential
in students!

Skill Development Workshop Creator and Facilitator

Job Number: UNEARTH-01-20

Positions available: 2-4 English and French

We are looking for a dynamic, innovative and engagement driven workshop creator and facilitator. This is a role made for an individual with an out-of-the-box mindset and approach to developing skills in youth.

As a Skill Development Workshop Creator and Facilitator, you will be responsible for designing and organizing educational skill building workshops and programs for students in grades 9-12 in Ottawa and surrounding areas. Topics include Design Thinking, entrepreneurship, leadership, project management, coding/technology, public speaking, communication skills, etc.

This role has great growth potential to expand into additional projects and an incredible opportunity to make a huge impact! The role will begin as a part-time occasional work-from-home position with the potential to grow into a full-time role.

What you will be doing

- Meet clients (School Staff) to understand their learning needs and program objectives to create custom short-term workshops and long-term programs with a focus on skill building;
- Create workshop and program content, including evaluation tools and all supporting materials (digital and print);
- Organize training logistics including scheduling;
- Liaise with school boards and school staff to provide program details and maintain regular contact;
- Recruit and prepare industry partners and guests (local businesses, professionals and entrepreneurs) as needed;
- Develop positive relationships with students and educators;
- Provide and create a safe, supportive, stimulating and engaging environment for learning.

What you need for this role

- Minimum 1-year experience with event coordination or project management;
- Demonstrated skill facilitating workshops for groups of 30 or more;
- Passion for working with and engaging youth in high school;
- Proven ability to design and manage complex projects and multi-task;
- Excellent interpersonal skills and the proven ability to communicate articulately, both verbally and in writing;
- Available to work flexible work hours during school days and able to travel to and from training locations within Ottawa and surrounding areas;
- Strong computer skills (Microsoft Office, Google Drive, data management);
- Experience working with the education sector considered an asset;
- Bilingual (English and French) considered an asset;
- Post-secondary credential in a relevant discipline strongly encouraged.

Compensation is project based and unique to each program developed and delivered. The Skill Development Workshop Creator and Facilitator starts at up to \$350 for full-day facilitation with some travel allowances. This is a casual and flexible position for someone comfortable as an independent contractor.

Application will be accepted until suitable candidates are found.

In addition to a cover letter and resume, please submit a 2-minute video introducing yourself and why you would like to join the Uneath Education Éveillée team.

Candidates moving into the 2nd step of the application process will be asked to submit a short workshop outline before proceeding to an interview.

Please quote the job number **UNEARTH-01-20** in your application.

Applications can be submitted to

Jennifer Regnier

Owner | Founder

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uneartheducation.com