



## Employment Facilitator

<b>Location:</b>	St. Paul, AB
<b>Temporary/Permanent:</b>	December 31, 2025 (with possibility of extension)
<b>Hours of Work:</b>	35 hours / week, Monday to Friday, 8:30 am-4:30 pm
<b>Salary:</b>	\$45,000-47,000 / year
<b>Application deadline:</b>	Open until suitable candidate is found

EmployAbilities is looking for an Employment Facilitator, supporting the EmployAbilities North program. This is a hybrid position, with work hours split between a home-based office, out in the community and meeting clients in the St. Paul office. The successful candidate will connect job seekers with employment opportunities by building employer relationships, coaching clients, and maintaining accurate reporting helping us fulfill our mission of connecting ability to opportunity.

### What You'll Do

Build strong employer relationships, promote wage subsidies, and educate on benefits of hiring individuals with disabilities. Conduct needs assessments and create personalized action plans to address employment barriers. Maintain accurate records in government databases and ensure timely, compliant reporting.

### What You'll Bring

- Knowledge of the community and experience building professional employer relationships.
- Experience providing trauma informed supports to individuals with barriers, disabilities or other at-risk populations.
- Ability to deliver engaging in-person or virtual workshops to enhance employability skills.

### Needed Skills

- Strong interpersonal and communication skills, including negotiation.
- Confident using Microsoft Office, Outlook, Teams, Google Meet, and virtual meeting tools

### Qualifications

- Diploma or certificate in a related field (e.g., social work, business administration, human resources, career development, public relations, marketing or communications).
- A valid driver's license and reliable transportation.
- Clear criminal record and vulnerable sector check.

### How to Apply

Please submit your resume and cover letter to Tina Hull at [tina@employabilities.ab.ca](mailto:tina@employabilities.ab.ca) In the subject line, indicate "Employment Facilitator – St. Paul." Only individuals selected for interviews will be contacted. EmployAbilities is an equal opportunity employer; we encourage candidates of all backgrounds and experiences to apply. If you require accommodations, please let us know in your application.

### About EmployAbilities

At EmployAbilities, we help people with disabilities and barriers to employment find jobs and live better lives. We are a collaborative, inclusive workplace that, in addition to providing a competitive salary, offers a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen paid personal days per year, and many other perks.