



## Resource Centre Facilitator

<b>Location:</b>	Vegreville, 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

Lakeland Employment Services is looking for a full time Resource Center Facilitator (RCF) to manage a busy employment office. The RCF provides the initial contact for Albertans accessing the Employment Centre providing vital services to job seekers and connecting ability to opportunity.

### What You'll Do

The successful candidate will play a key role in supporting job seekers by assisting with resume development, connecting them to community resources, guiding them through job searches, supporting online application processes, and facilitating skills development workshops. They will conduct needs assessments to determine eligibility for training opportunities and make appropriate referrals. Responsibilities also include maintaining the office environment and job boards, providing support with office equipment and computer use, monitoring visitor traffic, maintaining accurate records in both internal and government databases, and ensuring timely and compliant reporting.

### What You'll Bring

- Friendly demeanor, compassionate and inclusive person-centred approach
- Ability to delegate, adapt on the fly and excel in a busy environment
- Experience providing trauma informed supports to individuals with barriers, disabilities or other at-risk populations
- Be able to deliver engaging in-person or virtual workshops to enhance employability skills

### Needed Skills

- Exceptional interpersonal and communication skills
- Strong organizational skills
- Confident using Microsoft Office, Outlook, Teams, Google Meet, and virtual meeting tools
- Problem solving and de-escalation skills an asset

### 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 Marnie Sydora at [msydora@employabilities.ab.ca](mailto:msydora@employabilities.ab.ca) In the subject line, indicate "Resource Centre Facilitator - Vegreville." 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.