



Resource Center Facilitator – High Level

Location:	High Level, Alberta
Temporary/Permanent:	Permanent
Hours of Work:	35 hours / week, (Monday) to (Friday), (8:30) am-(4:30) pm
Salary:	\$46,000-48,000 / year
Application deadline:	August 20, 2025

Join our team! EmployAbilities is looking for an (Resource Center Facilitator), supporting the (Future Works) program, working out of our High Level office. The successful candidate will play a pivotal role as the first point of contact for Albertans accessing walk-in services at the High Level Employment Centre. This role provides employment supports such as resume assistance, labour market information, and basic help with forms and applications. The RCF also tracks attendance for workshops and centre usage, and conducts workshop facilitation. In collaboration with other team members, the RCF contributes to client engagement and assists with referrals to employment or community supports. This position also supports the day-to-day administration of the centre and plays a key role in creating a welcoming, inclusive environment.

What You'll Do

- Aid in resume development, and basic job searches, both traditional and online methods.
- Assist in creating job search accounts, demonstrate and support with technology (computer, printer, phone, etc.) and documentation use.
- Assist with basic forms (e.g., ID, subsidy, job applications).
- Promote and deliver a variety of in-person and virtual one-on-one and group workshops to prepare clients to explore, secure and maintain employment.
- Research, develop and enhance program curriculum and prepare instructional materials to meet the needs of participants.
- Assist with facilities management tasks, including opening/closing procedures, general cleaning, and office equipment maintenance/repairs.
- Coordinate with maintenance staff and vendors to address facility-related issues promptly and effectively.
- Perform general clerical duties, such as coordinating couriers, preparing shipments, and ordering office supplies, to support daily operations.
- Maintain program statistical data for reporting purposes
- Support Employment Facilitators with intake paperwork when required

What You'll Bring

- Diploma/Certificate in Human Services, Office Administration, or related field.
- Previous experience working with persons with disabilities, barriers to employment or other at-risk populations
- Experience in intake and assessment, curriculum development or adult workshop facilitation, is considered an asset.
- Clear criminal record check including vulnerable sector check

Needed Skills

- Knowledge of community resources, programs, and services
- Proficiency in the use of Microsoft Office 365 and Canva.
- Proficiency with Virtual Meeting platforms (Skype, Zoom, Teams Google meet etc.)

How to Apply

Please submit your resume and cover letter to (Jan Watson) at (Jan@employabilities.ab.ca). In the subject line, indicate “(Resource Center Facilitator – High Level)”. All applications will be reviewed. 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.