



Skill Development Coordinator

Location:	Grande Prairie, AB
Temporary/Permanent:	Permanent
Hours of Work:	35 hours/week
Salary:	\$48,000-50,000/ year
Application deadline:	October 17, 2025

Join our team! EmployAbilities is looking for an Employer Liaison, supporting the EmployAbilities Grande Prairie program, working out of our Grande Prairie office. The successful candidate will create, develop, and facilitate innovative employment skills workshops for persons with disabilities, helping to fulfill our mission of connecting ability to opportunity.

What You'll Do

- **Design, deliver, and oversee skill-building programs for clients.**
 - Assess individual and group learning needs.
 - Develop training plans and curricula (workplace readiness, soft skills, life skills, digital literacy, etc.).
 - Facilitate workshops and one-on-one coaching with flexible.
 - Monitor and evaluate progress to ensure skill development goals are met.
- **Coordinate with employers, stakeholders, and community partners.**
 - Collaborate with employment coaches, job developers, and case managers.
 - Continuously develop understanding of local labour market demand to develop curricula effectively.
 - Connect clients with opportunities for practical skill application (job placements, volunteering, internships).
 - Ensure programming aligns with organizational goals.
- **Administration & Reporting**
 - Maintain client records, track progress, and prepare reports for management/funders.
 - Evaluate program effectiveness and recommend improvements.
- **Support & Guidance**
 - Provide motivational support and barrier-reduction strategies for clients.
 - Address challenges clients may face in training or workplace adaptation.
- **Professional Development & Compliance**
 - Stay current on labour market trends and best practices in skill development.
 - Follow organizational policies, safety standards, and confidentiality protocols.

What You'll Bring

- Diploma or degree in Education, Human Services, Social Work, Career Development, Adult Learning, or a related field.
- First Aid/CPR, Mental Health First Aid, ASIST, NVCI, or Trauma-Informed Care training (an asset).
- Valid Class 5 Drivers License with reliable vehicle.
- Experience working with persons with disabilities/barriers.

Needed Skills

- High level of computer proficiency, specifically with programs such as Microsoft 365, PowerPoint, Canva.
- Case management and documentation skills.
- High level of creativity and innovative thinking to adapt facilitation and content to client needs.
- Person-centred approaches.
- Team collaboration.
- Innovative problem solving.
- Strong communication skills (verbal and written).

How to Apply

Please submit your resume and cover letter to Program Supervisor, Brittany Oracheski, at boracheski@employabilities.ab.ca - in the subject line, indicate “**Skill Development Coordinator**”

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.