



Professional Development Facilitator

Location:	Edmonton, Alberta
Temporary/Permanent:	Permanent
Hours of Work:	35 hours/week, Monday to Friday, 8:30 am-4:30 pm
Salary:	\$48,000-50,000 / year
Application deadline:	November 10, 2025

Join our team! EmployAbilities is looking for a Professional Development Facilitator to support the Restart Your Career program, working out of our Edmonton office (402, 10909 Jasper Avenue). The successful candidate will be pivotal in empowering individuals with medical conditions and employment barriers to navigate employment challenges by conducting assessments and creating tailored action plans that guide them toward meaningful career paths. To strategically build and foster understanding by creating impactful connections to create a more inclusive and supportive employment landscape, by helping us fulfill our mission of connecting ability to opportunity.

What You'll Do

- Promote and deliver in-person 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 the development of the Restart Your Career program calendar
- Provide support to complete pre-screening and assessment for upcoming intakes
- Create engaging and creative materials, including PowerPoint presentations and handouts
- Secure, schedule and support sessions offered by external instructors and guests.
- Administer comprehension tests during the assessment phase of the program
- Provide individualized assistance and support to participants as required and follow up with participants who are experiencing difficulties
- Monitor participants' progress in class work and assist participants in solving problems
- Suggest and implement new training materials and formats to keep workshops fresh and relevant
- Develop and prepare instructional materials according to the needs of participants

What You'll Bring

- Diploma/Certificate in related field
- Previous experience in adult workshop facilitation and employment counselling is considered an asset.
- Previous experience working with persons with disabilities or other at-risk populations preferred
- Clear criminal record check, including vulnerable sector check

Needed Skills

- Compassionate and inclusive person-centred approach
- Exceptional interpersonal and communication skills
- Demonstrated ability to be Adaptable with Strong organizational skills
- Ability to problem solve

How to Apply

Please submit your resume and cover letter to Corine Pollydore at cpollydore@employabilities.ab.ca . In the subject line, indicate “Professional Development Facilitator”. 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.