



JOB POSTING: OH&S PROGRAM FACILITATOR/COORDINATOR (TERM)

BCFED HEALTH & SAFETY CENTRE

DEADLINE: 5:00 pm, September 22, 2017

The BC Federation of Labour Health & Safety Centre (the Centre) is seeking applicants to fill a position as Facilitator/Coordinator. The Centre is funded by the Workers' Compensation Board of BC (WCB). This position is for a one-year term, with the possibility of extension.

The Facilitator/Coordinator is responsible for:

- Facilitating and updating Centre OH&S courses;
- Facilitating OH&S Committee Program courses;
- Delivering on work plans;
- Report writing;
- Implementing and administering program evaluation processes;
- Assisting in the Centre's marketing efforts;

Required Qualifications

- Experience as an adult education facilitator;
- Experience with course development;
- Excellent oral and presentation skills;
- Excellent writing skills;
- Strong knowledge of occupational health and safety related legislation, regulations and practices;
- Knowledge of the labour movement;
- Knowledge of the Centre and its courses, programs and products;
- Must have a valid BC driver's license and vehicle.

Skills and Abilities

- Strong facilitation skills using a popular education approach;
- Good analysis and interpretation skills;
- Strong interpersonal skills;
- Ability to plan effectively and prioritize responsibilities;
- Ability to work with minimum supervision;
- Ability to travel and work varying hours including weekends and evenings;
- Ability to work effectively as part of a team.

This is a regular, full-time position working at the BC Federation of Labour office an average of 40 hours per week. Pay and compensation are determined by the Federation's collective agreement. This position reports to the Centre OH&S Executive Director.

NOTE: Preference will be given to candidates from equity seeking groups, including women, persons of colour, Indigenous persons, persons with disabilities, and LGBTQ (lesbian, gay, bisexual, transgender and queer) persons.

Please submit a resume with references by **5:00 pm, September 22, 2017**, to **Susan Orr**, 200-5118 Joyce Street, Vancouver BC V5R 4H1, marked **Personal & Confidential**, or you can email sorr@bcfed.ca.