



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

**Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity**

**Position:** Facilitator, Community Outreach  
**Status:** Full-time, Temporary (3-Month)  
**Location:** Remote working from home; flexibility to other Agilec locations

**Role Summary:**

In this role the Facilitator, Community Outreach coordinates and maintains all community outreach activities. This individual will work with the project leaders to develop and implement initiatives that increase program awareness and market to job seekers to access the youth employment programs and services within the service communities.

**Education:**

Post-secondary education (completed or in progress) in relevant field from a recognized Canadian Institute, or its equivalent.

**Experience:**

One year working experience in community outreach and/or implementing marketing plans.

**Required Skills:**

- Self-motivated, enthusiastic, and community-driven
- Positive attitude and readiness to be a team player.
- Successful problem-solving, planning, decision-making, and time-management skills
- Strong marketing and presentation skills
- Excellent written communication skills demonstrated through electronic communication, document editing and proofreading and/or writing.
- Excellent verbal communication demonstrated through everyday dealings with teams and vendors.
- Intermediate user of Microsoft Office Suite (Word, Excel, Outlook)
- Adobe Creative Suite an asset
- French language is an asset but may be a requirement in programs designated as offering a bilingual service



**Knowledge:**

- Thorough knowledge of marketing, working with media, advertising and public relations
- Effective social networking
- Knowledge of client centred/client driven approach

**Hours and Duration:**

40 hours per week, Monday to Friday 8:30 am to 4:30 pm, subject to change.

**Travel:**

- May be required to travel within or outside of regular working hours to meetings in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

**Hourly Rate:** Facilitator pay scale applies.

**How to Apply:**

Please submit a cover letter and resume by e-mail to the attention of Donna Newell, Project Coordinator at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Please place **Facilitator Outreach –Your Last Name - Barrie** in the subject line of your email.

**Closing Date:** December 1, 2021 at noon

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.