

Job Description



Job Title:	DigIT Workshop Facilitator	Reports to:	DigIT Program Manager
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GENERAL DESCRIPTION

As a DigIT Workshop Facilitator, you will play a crucial role in delivering digital literacy programs to various underrepresented groups in the community. This position involves facilitating classes at different locations, working closely with team members to ensure program success, and promoting digital inclusion. Your dedication and ability to work with diverse demographics, along with your technical proficiency, will help bridge the digital divide.

DUTIES AND RESPONSIBILITIES

This position, in collaboration with the DigIT team, performs a wide range of responsibilities including some or all of the following:

- Facilitate workshops at multiple community locations, typically with a 3-4 hour time commitment
- Collaborate with other team members to ensure smooth program delivery
- Report to the DigIT Manager after each workshop
- Be responsible for the pickup and return of equipment, including items weighing up to 18 kg
- Present a professional demeanor when on-site, maintaining a respectful and inclusive atmosphere
- Opportunity to work collaboratively with a diverse range of communities, including Seniors, Indigenous, and Newcomers
- Utilize technology such as computers, tablets, and projectors effectively during workshops
- Be committed to addressing digital disparities faced by underrepresented groups, such as language, age, economic status, and living with a disability to foster an inclusive and enriching environment
- Participate in provided training to enhance your facilitation skills and program knowledge

Additional duties, relevant to the position, shall be assigned as required.

SKILLS AND ABILITIES REQUIRED

- Excellent interpersonal and communication skills
- Comfortable with technology and proficient in the use of computers, tablets, and projectors. Experience using Google tools and applications is an asset
- Must demonstrate strong problem-solving skills and adaptability
- Must have patience and empathy when working with participants
- Comfortable in interacting with program partners and participants, fostering positive relationships

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- A minimum of a Grade 12 diploma
- Previous experience working with one or more of the program's target demographics is an asset
- A current and valid driver's license and access to a suitable vehicle for transporting equipment
- A clear criminal record check
- Experience working independently as well as in a team-oriented, collaborative environment

WORKING CONDITIONS

- Required to travel within Saskatoon and area
- Flexibility in scheduling but may be required to work weekends, evenings
- Manual dexterity required to use desktop computer

TERMS OF EMPLOYMENT

- Casual position: Work casual hours with no guaranteed minimum, including both daytime and/or evening availability. No set schedule but advance notice provided.
- Salary: \$25.00 per hour

SIEC COMPETENCIES

All SIEC employees support and demonstrate the following competencies:

- *Accountability & Dependability*
- *Student Focused*
- *Communication*
- *Teamwork*
- *Creativity/Innovation*
- *Decision Making*
- *Time Management*
- *Ethics & Integrity*
- *Stakeholder Engagement*
- *Collaboration*
- *Adaptability/Flexibility*
- *Critical Thinking*
- *Planning & Organizing*

This role is dedicated to making a positive impact on the lives of those who face digital barriers. If you are passionate about empowering underrepresented communities with digital skills, we encourage you to apply. Training will be provided to support your role in this important mission.

TO APPLY: Please send cover letter and resume to: admin@saskatooniec.ca. Only those who are interviewed will be notified. Position will remain open until successful candidates have been hired.

SIGNATURES AND APPROVALS

Reviewed by:
Executive Director

Janet Uchacz-Hart

Signature:



Date:

October 26, 2023