



**YWCA**  
S A S K A T O O N

Employment &  
Learning Centre

**Employment & Learning - Program Facilitator**  
JOB POSTING

**ABOUT YWCA SASKATOON:** The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

**DIVERSITY, EQUITY, & INCLUSION STATEMENT:** At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Saskatchewan

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.



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### **POSITION SUMMARY:**

YWCA Saskatoon is seeking an enthusiastic, organized, and client-focused **Employment & Learning – Program Facilitator** to join our Employment & Learning team. This temporary, part-time position will primarily support the **PowerUP - Explore** entrepreneurship program while also providing facilitation, coordination, and administrative support across a variety of Employment & Learning programs and services.

Working in close collaboration with the **PowerUP - Program Coordinator**, the successful candidate will help create a welcoming and inclusive learning environment by coordinating workshops, supporting participants, maintaining program records, and assisting with the delivery of high-quality programming that empowers women and equity-deserving individuals to achieve their employment, education, and entrepreneurial goals.

If you are passionate about supporting women through education, employment, and entrepreneurship, we encourage you to apply.

**POSITION REPORTING:** Reports to Manager, Employment Services

**POSITION TYPE:** Part-time term position concluding on March 31<sup>st</sup>, 2027.

**HOURS OF WORK:** Position requires around 25 Hours per week. Work is primarily performed during regular weekday business hours with occasional flexibility required for evening workshops, networking events, or special program activities.

### **WHAT WE OFFER:**

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

**WAGE:** \$22.10 per hour

Please note SEIU – West is the union and bargaining agent for all in scope employees



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## KEY RESPONSIBILITIES

### The Employment & Learning – Program Facilitator will:

- Support the delivery and ongoing coordination of the **PowerUP – Explore** entrepreneurship program in close collaboration with the PowerUP Program Coordinator.
- Assist with planning, scheduling, and coordinating workshops, guest speakers, mentors, networking events, and training sessions.
- Support participant recruitment, intake, registration, orientation, and ongoing communication.
- Create a welcoming, inclusive, and supportive learning environment for participants.
- Prepare training materials, participant resources, and workshop supplies.
- Maintain accurate and confidential participant files and program documentation.
- Track attendance, participant progress, program outcomes, and evaluation data for reporting purposes.
- Assist with outreach, marketing, and promotional activities in collaboration with the YWCA Communications team.
- Coordinate logistics for both in-person and virtual learning opportunities.
- Collect participant feedback, success stories, and evaluation information.
- Support program reporting, data collection, and administrative functions.
- **Assist with the delivery, coordination, and facilitation of other Employment & Learning programs and services as operational needs require.**
- Work collaboratively with Employment Counsellors, Program Coordinators, facilitators, and community partners to support integrated service delivery.
- Promote the mission, vision, and values of YWCA Saskatoon in all aspects of program delivery.
- Perform other related duties as assigned.



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### QUALIFICATIONS:

**The ideal candidate will have:**

- Post-secondary education in Business, Human Services, Adult Education, Administration, or a related field, or an equivalent combination of education and experience.
- Strong organizational, planning, and time management skills.
- Excellent administrative skills with exceptional attention to detail.
- Experience working with diverse populations and providing outstanding client service.
- Strong written, verbal, and interpersonal communication skills.
- Experience coordinating workshops, training sessions, events, or group programming.
- Proficiency with Canva, Microsoft Office (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms such as Microsoft Teams and Zoom.
- Ability to work independently while contributing positively to a collaborative team environment.
- Experience in entrepreneurship, employment services, workforce development, adult education, or community programming is considered an asset.
- Demonstrated commitment to working from a feminist, anti-racist, trauma-informed, and anti-oppressive perspective.

### CONTACT INFORMATION:

If at any time during the application and selection process you require accommodation, please email Areesha Kanshi at [AKanshi@ywcaskatoon.com](mailto:AKanshi@ywcaskatoon.com).

### APPLICATION METHOD:

This is a Full-time Term position that concludes on **March 31<sup>st</sup>, 2027**. Applications in the form of a resume and cover letter will be accepted until position is filled.

**Click the link below to apply through our Career Centre:**

[https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d5fa3632-7a19-4c03-9cba-f9fab1ce511b&ccId=19000101\\_000001&lang=en\\_CA](https://workforcenow.adp.com/mascsr/default/mdf/recruitment/recruitment.html?cid=d5fa3632-7a19-4c03-9cba-f9fab1ce511b&ccId=19000101_000001&lang=en_CA)



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*YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted*