

JOB POSTING #2025-198-02

INTERNAL/EXTERNAL

STRIDE Program for Older Workers

Employment Facilitator

Wage: \$28.00 to \$30.00 per hour

Part Time: 24 to 30 hours per week, Monday to Friday

Temporary to end December 2025 (possibility of extension)

Help Clients Prepare to Seek Employment in the Workforce

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

Job Summary:

The Employment Facilitator works with multi-barriered clients assisting them to find sustainable employment. The position provides a variety of work-related activities to support participants, including but not limited to, workshops, job coaching, resume building, interview preparation, career exploration and readiness, and support during training and work experience.

[Stride for Older Workers : Archway Community Services](#)

Your Role:

Archway's Employment Facilitator with the STRIDE for Older Workers Program contributes by:

- Tailoring and facilitating workshops to address participants' barriers to employment.
- Assisting participants with career exploration and employment readiness preparation.
- Supporting participants during skills training, and the job search to ensure all activities lead toward sustainable employment.
- Providing job coaching, potential job leads, networking strategies, and mediation with employers.
- Identifying training and community supports to address barriers to employment.
- Creating and maintaining a pool of community employers and practicum hosts through networking and relationship building.
- Providing participants with goal action plans that address individual needs and barriers.

This position is a great fit for someone who has great networking and relationship building skills, is a good facilitator, knows current employment issues, is knowledgeable of the current labour market and employment sources in the Fraser Valley, recognizes barriers faced by the unemployed, and is able to work with people from a variety of cultural backgrounds.

Our Offer

- Wage: \$28.00 to \$30.00 per hour
- A part-time position at 24 to 30 hours per week, availability Mondays to Fridays, from 8:30 AM to 4:30 PM.
- Temporary until end December 2025 (possibility of an extension).
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan including extended health and dental; you choose your plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos, and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- Post-secondary education in Marketing, Business, Employment related field **OR** an equivalent combination of education and experience.
- Experience in a position providing employment assistance and job coaching to individuals.
- Experience in a position where networking and relationship building were key skill sets.

The Job Requires you to have:

- Strong cross-cultural, written, verbal, and active listening skills, able to communicate effectively and respectfully with people from a variety of cultural backgrounds and with a variety of abilities.
- Strong computer skills; able to use a variety of software including Microsoft Office 365 and client databases.
- Well-developed understanding of current employment issues, life/employability skills, trades and apprenticeships, career decision-making, and the current labour market.
- Well-developed knowledge of barriers faced by the unemployed and multi barrier immigrants.
- Strong knowledge of group processes, presentation skills, and facilitation techniques, and the ability to conduct effective and engaging workshops.
- Strong networking and relationship building skills.
- Strong organizational and time management skills.
- Adaptability and flexibility to respond to changing needs, and the ability to switch tasks efficiently.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is May 19, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-198-02** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-198-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with **DO NOT FORWARD TO OTHER PROGRAMS**, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.