



Giving Hope Today

Employment Opportunity

The Salvation Army Community Services (Calgary)

Adult Education Facilitator (Greater Forest Lawn)

Position Type: Regular Full-time

Location: Greater Forest Lawn area working out of our East Campus

Position Summary

This position supports the Adult Education Programs by ensuring a holistic, robust, and quality learning environment that supports The Salvation Army's mission, vision, and values. Collaborates with the Adult Education team, other Community Services (Calgary) departments, and relevant external service providers, to identify and/or provide clients with educational opportunities, both internal and external, to further their personal and professional development.

Hours/Schedule

Monday to Friday; 8:30 am – 5:00 pm; 40 hours weekly.

May be required to work on evenings and weekends from time-to-time.

What you will be doing in your role

- With the support of the Community Program Manager, review, develop, and implement the Adult Education programs that meet client needs and adhere to Community Services (Calgary) education standards.
- Review and approve Adult Education curriculum in consultation with the Manager of Community Programs.
- Research and/or develop new Adult Education course curriculum to ensure continued high quality and relevance to clients.
- Develop monthly course schedules based on program guidelines, client needs, facilitators' availability and qualifications, and room availability; considers other Community Services (Calgary) programming as able/appropriate.
- Ensure facilitators have required resources; prepares annual program statistics.
- Assist in the preparation of annual reports to funders as required. Accumulate relevant program files and statistics (accreditation).
- Facilitate regular Adult Education program orientation sessions to potential participants and volunteers; may facilitate Adult Education classes in the absence of qualified facilitator; and

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education/Certifications:

- Completion of a two-year diploma in a related field. (i.e., adult education, behavior sciences, social work).
- Certificate in Adult Education Facilitation an asset.
- Current Basic First Aid Certification with Level A or C CPR from an Alberta government approved training provider.

Experience:

- At least one year of related experience in facilitating and/or coordination of programs in an Adult Learning environment.

- Proficient in Microsoft Windows and Microsoft Office Suite.

Required Skills/Knowledge:

- Willingness to respect, and promote the mission, vision, and values of TSA and develop an understanding of the purpose of the Salvation Army in Canada and its implication as related to position responsibilities.
- Satisfactory Police Information Check (PIC) with Vulnerable Sector Search.
- Attention to detail, problem solving and analytical skills.
- Strong sense of integrity and confidentiality with professional ethics and a balanced sense of fairness and flexibility.
- Knowledge of literacy, essential life skills and adult education principles.
- Significant experience teaching adult foundational learners and facilitating through a learner-centered, trauma-informed lens.
- Remaining current with the best practices and trends in their field (literacy, employment, etc.)

Please apply by sending a cover letter and resume to: CSCalgary.HRResumes@salvationarmy.ca and please use the competition # **AEF080324 in your email subject line.**

This competition will remain open until the position is filled.

We thank all applicants and those selected for an interview will be contacted.

For more than 130 years, The Salvation Army has had the privilege of serving vulnerable people in communities across Canada. Last year, we helped over 1.7 million people. The Salvation Army not only provides the necessities of life such as food, clothing, and shelter, but our programs address needs such as addictions, language barriers, loneliness, unemployment, and family challenges. Our services continually adapt to meet emerging needs.

At work in more than 400 communities across the country, The Salvation Army has grown to become one of Canada’s largest non-governmental providers of social services.

Mission and Core Values

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.

Our values underpin all that we do:

Hope: We give hope through the power of the gospel of Jesus Christ.

Service: We reach out to support others without discrimination.

Dignity: We respect and value each other, recognizing everyone’s worth.

Stewardship: We responsibly manage the resources entrusted to us.

The Salvation Army will accommodate candidates as required under applicable Human Rights Legislation. If you require a disability related accommodation during this process, please inform us of your requirements.



Imagine Canada believes that charities and non-profits have a responsibility to be innovative, transparent, accountable, ethical, and well-governed.