

**World Skills Employment Centre**  
**Finance Sector Workshop Facilitator, SSEI Program**

**Application process:** Please send your cover letter and resume saved as one file with **Your Name\_ Workshop Facilitator SSEI** as the subject heading to [hr@ottawa-worldskills.org](mailto:hr@ottawa-worldskills.org)

**Deadline:** Friday, September 15th, 2023

**Rate:** \$600 per day (9:00 am – 4:00 pm)

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**POSITION SUMMARY:**

World Skills, a not-for-profit employment centre for new Canadians, is seeking a Workshop Facilitator for the Finance, Banking & Insurance sector. The facilitator will play a pivotal role in guiding participants through complex topics, sharing expertise, and imparting valuable knowledge to enhance their understanding of the Investment and Wealth Industry in Canada. The primary goal is to provide participants with insights into various roles within the Finance and Banking Sector, including Portfolio Management, Risk Management, and Financial Planning, while addressing critical aspects such as career paths, credentials, experience requirements, and more.

**MAJOR RESPONSIBILITIES:**

- Lead and facilitate the workshop session effectively, ensuring a dynamic and engaging learning experience for participants.
- Share profound insights and expertise related to the Finance, Banking, and Insurance industries, particularly within the context of the Canadian Labour Market.
- Present workshop materials, case studies, and discussions to promote a comprehensive understanding of the industry.
- Provide guidance on career paths within Finance and Banking, including Portfolio Management, Risk Management, and Financial Planning.
- Explain the necessary credentials and experience requirements for various roles within the industry.
- Discuss the time commitments associated with different positions and career stages.
- Analyze and present information on the current employer market demand for professionals in the Investment and Wealth Industry.
- Explain compensation structures and earning potential within the industry.
- Advise participants on the steps and strategies to excel in their chosen roles.
- Provide an overview of the Canadian Securities Course to familiarize participants with this essential qualification.

## **QUALIFICATIONS:**

- Proven expertise and substantial experience in the Investment and Wealth Industry, particularly in the Canadian context.
- Strong communication and facilitation skills to effectively convey complex information to workshop participants.
- Up-to-date knowledge of industry trends, regulations, and best practices.
- Familiarity with various roles within Finance and Banking, including Portfolio Management, Risk Management, and Financial Planning.
- Ability to provide career guidance and insights based on real-world experience.
- Excellent presentation skills and the ability to engage and motivate workshop participants.
- Familiarity with the Canadian Securities Course or related industry certifications is a plus.

## **Education:**

A bachelor's degree or higher in finance, economics, business, or a related field is preferred. Relevant industry certifications and qualifications are advantageous.

## **Experience:**

Over five years of practical experience in the Finance Industry, encompassing hands-on roles within the sector.

## **Location:**

The workshop will be conducted virtually

World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, LGBTQ++ and persons with disabilities.

**Thank you for your interest in this position; only candidates selected for an interview will be contacted.**

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