

World Skills Employment Centre External Job Posting

Digital Interview Skills Facilitator, ENW Program

- Application process:** Please send your cover letter and resume saved as one file with **Your Name Digital Interview Skills Facilitator ENW** as the subject heading to hr@ottawa-worldskills.org
- Deadline:** Friday, January 12, 2024
- Rate:** \$800 per day (9:00 am – 4:00 pm)

POSITION SUMMARY:

World Skills, a not-for-profit employment centre dedicated to supporting new Canadians, is seeking a Digital Interview Skills Workshop Facilitator. This role is instrumental in empowering immigrant visible minority women by enhancing their digital interview skills through an innovative full-day workshop. The ideal candidate will bring expertise in digital literacy, virtual communication, and cultural sensitivity to equip participants with the tools needed for success in online interviews. The facilitator will integrate the innovative approach of a digital resume into the workshop curriculum, offering participants a comprehensive understanding of presenting themselves effectively in the digital realm during the job search.

MAJOR RESPONSIBILITIES:

- 1. Workshop Development:**
 - Collaborate with the ENW team to tailor the workshop curriculum to the specific needs of immigrant visible minority women in the context of digital interviews.
 - Integrate innovative strategies for creating and sharing digital resumes/portfolios, incorporating multimedia to highlight achievements, and leveraging video tools for effective self-presentation.
- 2. Delivery of Workshop:**
 - Conduct a dynamic and informative full-day workshop, providing practical guidance on various aspects of digital interviews.
 - Cover topics such as virtual interview platforms, communication etiquette, online presentation skills, and strategies for handling challenges.
 - Integrate the concept of a digital resume seamlessly into the workshop, guiding participants on its creation and emphasizing its significance in the contemporary job search landscape.
- 3. Cultural Sensitivity:**
 - Address cultural nuances in the context of digital interviews and provide insights on effective cross-cultural communication in virtual professional settings.
- 4. Participant Engagement:**
 - Foster a supportive and inclusive learning environment, encouraging active participation and open discussion among participants.
 - Facilitate hands-on activities and role-playing exercises to reinforce key concepts.

5. **Technology Proficiency:**

- Demonstrate proficiency in using virtual communication tools and platforms commonly used in digital interviews.
- Assist participants in understanding and utilizing technology effectively during virtual interviews.

QUALIFICATIONS:

- Proven experience in delivering workshops or training sessions on digital literacy, virtual communication, or related topics.
- Familiarity with the challenges faced by immigrant visible minority women in the job search and interview process.
- Strong cultural competence and the ability to tailor content to diverse audiences.
- Excellent communication and facilitation skills, both in-person and virtually.
- Knowledge of current trends and best practices in digital interviews and professional communication.

Education:

- A bachelor's degree or higher in Communications, Education, Human Resources, or a related field is preferred for the Digital Interview Skills Facilitator position. Candidates with relevant industry certifications or training in digital literacy and virtual communication are also encouraged.
- In addition to formal education, being tech-savvy is crucial for this role. The ideal candidate must demonstrate proficiency in virtual communication tools and technology used in digital interviews, ensuring an effective and seamless digital learning experience.

Experience:

- Two years of hands-on experience in workshop facilitation, especially in digital literacy and virtual communication,
- Candidates should have a proven track record of delivering engaging workshops tailored to diverse audiences, addressing cultural nuances, and understanding the challenges faced by immigrant visible minority women in the job search and interview process.

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.