



Community Engagement Facilitator Portage College Public Legal Education (PLE) Program

Location: St. Paul Campus (other locations across the Portage College service region may be considered)
Position type: Contract - 36.25 hours a week, for 33 weeks.
Phase 1 is March to June and Phase 2 is September to December 2024 with the possibility of extension to 42 weeks in 2025. PLE is in its 23rd year of service (with summers off).
Wage: \$22.00 - \$25.00 per hour.
Job Number: 23-CONTRACT-12
Closing date: February 23, 2024

ABOUT THE POSITION

Portage College is actively seeking an individual to work with our Public Legal Education Program Coordinator to facilitate promotion of the PLE program through community engagement and liaison in our service regions.

Some of the responsibilities include:

- Coordinating and hosting both in-person and online sessions.
- Ensuring the distribution of PLE information resources.
- Building relationships and working with community partners to meet our program goals of
 - maximizing learning opportunities that improve Albertans' knowledge of their legal rights and responsibilities; connecting people with knowledge, skills, and opportunities; empowering Albertans to transform and make a difference in their lives and communities; and advancing the college's commitment to reconciliation.

QUALIFICATIONS AND EXPERIENCE

- Must have post-secondary education in a related field.
- Must have a familiarity with the communities, human service agencies and resources in northeast Alberta.
- Excellent communication and networking skills are essential.
- Experience working with diverse populations including but not limited to Indigenous Peoples, newcomers, seniors, and youth.
- Experience in project management and events coordination would be considered assets.
- Flexibility, problem-solving, effective communication, relationship-building skills, decision-making skills, planning and organization, adaptability.
- This position will ideally be based out of the Portage College St. Paul campus. However, candidates with a home office, telephone and good access to the internet will be considered (and/or a hybrid work environment).
- The successful candidate will possess advanced computer skills (Outlook, Office 365, Adobe, Zoom, MS Teams, social media platforms).
- Candidate must be flexible in hours of work, as some evenings may be required.
- A valid driver's license and access to a reliable vehicle are required (travel and other expenses will be covered following current College rates).

ABOUT THE PLE PROGRAM

The Public Legal Education Program is a service works with community partners to educate, inform, and empower Albertans through law-related education and information. Our service covers Lac La Biche, Cold Lake, St. Paul and surrounding areas including, First Nation and Metis Settlement communities. We also deliver online webinars that are accessible for all Albertans. We are looking for a dynamic and motivated individual for our Community Engagement Facilitator position. We welcome those who have an interest in connecting people with knowledge, skills and opportunities, empowering them to transform themselves and make a difference.

HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you.

Email your cover letter and resume to hr@portagecollege.ca. If you have any questions, call us at 780-623-5747. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

PARTNERS IN PROVIDING PUBLIC LEGAL EDUCATION:

