

Program: Employment Assistance Services (EAS)  
Position: Employment Facilitator  
Date Posted: May 12, 2026  
Date of Closure: May 19, 2026, or until position is filled  
Position Start Date: June 2026

Terms of Employment:

- Wage range: \$22-24/hour, depending on experience and education
- Term: maternity leave coverage, approximately 12 months
- Location: Winkler
- Working hours: 35 hours per week from 8:30 am to 4:30 pm (including 1-hour unpaid lunch break), Monday through Friday

Summary: Under the direction of the Employment Coordinator, the Employment Facilitator will provide basic job search and employment preparation services to Regional Connections clients in the Pembina Valley region. Services will include basic case management with an emphasis on assessing client needs and supporting them to develop their job search and self-marketing strategies to secure work.

Deliver comprehensive individual and group services, including:

- Resume and cover letter writing
- Interview skills coaching
- Job search support
- Career coaching, planning, and labour market guidance
- Direct employer outreach and marketing
- Referrals to internal and external resources

Skills, Abilities, & Qualifications:

- Related training or experience in Career Development and/or Recruitment is an asset.
- Client intake needs assessment, service planning ability, and case management ability required.
- Familiarity with the local labour market and community resources.
- Excellent communication, problem-solving, customer service, time management, organizational, and computer skills.
- Ability to network, liaise, and collaborate in a team approach to service delivery.
- Intercultural competence and awareness of local newcomer cultures.
- Multiple languages an asset.

Please submit your resume and cover letter to:

Jessica Palo

Employment Program Coordinator

[jessica@regionalconnections.ca](mailto:jessica@regionalconnections.ca)

We thank all who apply, but only those selected will be contacted for an interview.