



<b>Position Title:</b>	Engagement Facilitator		
<b>Reports To:</b>	Director, Marketing and Engagement		
<b>Classification Level:</b>	Pay Grade 7	<b>Date:</b>	June 2026

About EducationPlannerBC

EducationPlannerBC (EPBC) is B.C.'s provincial application and data exchange hub designed to provide improved access to post-secondary education in B.C. by engaging and informing applicants and their supporters throughout their post-secondary researching, planning and applying stages. EPBC works to proactively innovate for our applicants, public post-secondary institutions (PSIs) and government partners.

Position Summary

The Engagement Facilitator reports to the Director, Marketing & Engagement and receives direction and guidance from the Community Engagement Lead and Community Engagement Specialist- Schools. They are responsible for the successful delivery of EPBC's engagement work which includes reaching students through activities that increase the awareness of EPBC and support their learning and transition to public post-secondary education in B.C

This role is accountable for facilitating engagement activities, including high school presentations and sector events that connect students to post-secondary education and career information. It is also accountable for preparing, delivering, and tracking inventory of EPBC's branded merchandise and printed collateral and maintaining an up-to-date contact database.

The Engagement Facilitator is friendly, approachable, and outgoing, and can connect easily with diverse audiences in a variety of environments while showing understanding and respect. They are a team player who is inclusive and brings a positive, can-do mindset to their work. As part of the Marketing and Engagement team, the Engagement Facilitator supports a collaborative, consultative approach for the successful integration of work and knowledge sharing to strengthen community engagement and effectively support key audiences.

Key Accountabilities

The following provides an approximate allocation of time for key accountabilities and a representative list of duties. From time to time, this position will be expected to undertake other duties and responsibilities as necessitated by its evolving position within the organization or the overall business objectives of the organization.

Student Engagement (80%)

- Contribute to EPBC's engagement planning strategy by engaging in team discussions, sharing ideas, and asking questions
- Facilitate engagement activities, including virtual and in-person school presentations and participate at career events to promote and showcase EPBC's website, resources, and application services for post-secondary education
- Maintain partner relationships; coordinate communications with school contacts leading up to activities, adapting to schedule changes and unexpected challenges and updating the Community Engagement Specialist-Schools as needed
- Provide recommendations and support the review of presentation materials, resources, and scripts
- Represent EPBC by connecting professionally and supportively with students and community partners

- Learn about current education and career information; stay up-to-date on post-secondary environment and trends, within B.C. and across Canada
- In consultation with the Marketing & Engagement team, ensure appropriate support is in place during absences

#### Operational and Reporting Support (20%)

- Manage the inventory of branded merchandise and printed collateral. This includes maintaining an up-to-date inventory tracker, as well as packing/unpacking items and organizing the storage
- Organize, prepare, and deliver branded merchandise and printed collateral through school mailings and events; collaborate with the team to confirm requirements and requests; update the EPBC branded inventory documents, and request packing supplies as needed
- Support the evaluation and reporting of engagement activities through tracking metrics and gathering feedback; collaborate with the Community Engagement Specialist – Schools to understand requirements and process to gather and report
- Ensure new and revised contact information with their association to engagement activities is updated in the contact database; organize, record, and share new contact information received from event contact forms
- Perform other related duties as assigned

#### Competency Requirements

- Ability to engage audiences through facilitation, public speaking and/or presentation
- Ability to clearly communicate, both verbally and in writing, being mindful of the audience and their communication needs
- Ability to be flexible and adaptable, adjusting to shifts in workload and task priorities
- Ability to work collaboratively by maintaining positive working relationships with team members across EPBC and with external partners
- A keen focus on detail and accuracy
- Ability to take initiative, set priorities, follow workflows, and meet deadlines
- Ability to apply problem-solving and analytical skills
- Effective listening, negotiation, dialogue/conflict resolution, and diplomacy skills
- Ability to demonstrate professionalism and good judgment

#### Education, Knowledge and Experience

- A Bachelor's degree in a relevant field is required
- Experience in collaborating with a team to achieve common goals
- Experience in delivering presentations or public speaking
- Familiarity working with youth
- An understanding of the B.C. post-secondary system is an asset
- Proficient with MS Office, Adobe Acrobat and online communication tools
- Class 5 BC valid driver's license is required, and access to a vehicle for work is an asset
- A criminal record check is required

#### Supervisory Responsibilities

No formal supervisory responsibility.

#### Interpersonal Relations

The key partners and team members this role interact with include:

- Internal partners – All members of the organization
- External partners – Students, parents and supporters, high school and PSI representatives, community partners (e.g. Foundry), vendors, B.C. government ministries, sector organizations (e.g. BCCAT, BCcampus), and partner organizations (e.g. SkilledTradesBC)

### Decision Making Authority

Decisions generally affect their own job, procedures, and the department in which the employee works. Through the collaborative nature of EPBC, decisions may also impact the workflow or reputation of other departments. In some instances, decisions may impact partners, though management supervision generally limits this position's impact on decisions.

### Financial Responsibility

This role has no financial responsibility; however, the ability to coordinate travel arrangements and submit expense reports for out of office engagement activities and ensure expenditures are managed within the policies and procedures established by EPBC and Simon Fraser University is required.

### Working Conditions

This position is expected to have the working conditions associated with a professional office role, as well as with in-person engagement activities and events. EPBC is currently offering the option for a hybrid work environment, with a combination of remote and in-office work. Additional working conditions include:

- Occasional travel throughout B.C. for in-person engagement activities and events
- Evening and/or weekend work will be assigned in lieu of regularly scheduled weekday shifts or may be assigned, on occasion, in response to critical issues.
- Possible eye strain from the constant viewing of electronic displays (i.e. computer monitors)
- Standing for long periods of time during engagement activities
- Occasionally lifting items weighing up to 20kg

### Posting Information

**Closing Date:** This posting will remain open until the position is filled

**Pay Range:** \$69,102 to \$79,241 annually, commensurate on experience

This is a temporary, full-time position, based in Vancouver. EducationPlannerBC is currently offering the option for a hybrid work environment, which involves a minimum of 2 days per week in office; 3 days starting in October.

To apply for this position, please send your CV and cover letter to [careers@educationplannerbc.ca](mailto:careers@educationplannerbc.ca).

All qualified candidates are encouraged to apply, although only those eligible to work in Canada, at the time of application submission, will be considered.

### *Disclaimer*

*The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned at any time with or without notice.*