



Position Title:	Event Facilitator
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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

Reporting to the Engagement Manager, the Event Facilitator leads the engagement activities at EPBC's Find Your Fit events that connect youth to post-secondary education and career information.

This role is accountable for ensuring successful engagement at EPBC's Find Your Fit events, which includes executing career event activities, working collaboratively with the on-site event team, and assisting with the set up and take down of event equipment and material.

As part of the Marketing and Engagement team, the Event Facilitator is collaboratively responsible for reaching students and supporters through activities to promote and increase awareness of EPBC's brand and services to support student learning and their transition to public post-secondary education in B.C.

Key Accountabilities & Time Allocation

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.

Event Facilitation (80%)

- Facilitate interactive career stations at Find Your Fit events across BC by guiding students through engaging, hands-on activities
- Use key messaging to inform and support students during learning activities. Encourage participation by motivating students to explore a variety of activity stations, asking questions, and supporting the exploration of different career options
- Learn and share information on education and career paths, including high-opportunity occupations and required skills
- Represent EducationPlannerBC by connecting professionally and supportively with students, teachers, and other audiences
- Collaborate with the event team to support a smooth and coordinated event experience
- Provide feedback to the Career Event Support Specialist with observations and sharing student interest and engagement

Event Operations (20%)

- Assist with the event set up and take down, including packing/unpacking, lifting and transporting items, setting up activity stations, and ensuring materials are organized and ready for engagement

Competency Requirements

- Strong leadership skills, including inspiring and supporting audiences
- Excellent sense of initiative, ability to set priorities, follow workflows, and meet deadlines
- Ability to apply problem-solving and analytical skills, for quick and confident decision making
- Ability to clearly communicate, both verbally and in writing, being mindful of the audience and their communication needs
- A keen focus on detail and accuracy
- Ability to be flexible and adaptable, adjusting to shifts in workload and task priorities
- Ability to demonstrate professionalism and good judgment

Education, Knowledge and Experience

- A minimum of one year post-secondary education
- Experience in managing relationships and collaborating with a team to achieve common goals
- Ability to engage audiences through facilitation, public speaking and/or presentation
- Background or education in STEAM, sciences, engineering, trades, healthcare, or technology considered an asset
- Experience in working with youth, providing mentorship and encouraging participation
- An understanding of the B.C. post-secondary system is an asset
- Experience in providing accessible information and support through various channels, including verbal, written, and visual
- Class 5 BC valid driver's license 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 interacts 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, sector agencies (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 of decisions.

Financial Responsibility

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

Working Conditions

This position is a contract position that is based on the schedules created with the secondary schools and host organizations in British Columbia and requires travel for events throughout the province.

Additional working conditions include:

- 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
- Extensive travel throughout B.C. for in-person engagement activities and events
- Possible eye strain from the constant viewing of electronic displays (i.e. computer monitors)
- Standing for long periods of time during engagement activities

- Lifting and transport of items weighing up to 23kg

Please email a copy of your resume and cover letter to findyourfit@educationplannerbc.ca. We appreciate all interest; however, we will only be contacting short-listed applicants.

Thank you.