JOB POSTING

POSTING #: 2026-38

POSITION TITLE: PROGRAM FACILITATOR (6-MONTH CONTRACT)

THE OPPORTUNITY

Join one of the Top 10 Canadian Youth Impact Charities of 2022 today! Since 2010, Charity Intelligence has awarded Eva's with high marks for financial transparency, accountability to donors and cost-efficiency.

Learn more about Eva's Initiatives and the work that we do.
About Us - Eva's Initiatives for Homeless Youth (evas.ca)

Role Overview

The Program Facilitator supports the delivery of funded youth programs and initiatives that create pathways to education, employment, mentorship, life skills development, and community engagement for youth experiencing homelessness and other systemic barriers.

The Program Facilitator is responsible for coordinating and facilitating day-to-day program activities, supporting youth participation, maintaining program records, and helping ensure funded program objectives are achieved.

This is a hands-on role that combines direct youth support, workshop facilitation, participant engagement, and program coordination. The successful candidate will work closely with youth, internal staff, employers, mentors, educational institutions, and community partners to create meaningful opportunities and positive outcomes for participants.

The position reports to the Team Lead- Health and Wellness.

RESPONSIBILITIES

Program Delivery and Facilitation

- Facilitate individual and group-based program activities, workshops, life skills sessions, career development activities, and mentorship opportunities.
- Assist with coordinating program events, site visits, employer engagement activities, and educational opportunities.
- Ensure programming activities are delivered in alignment with organizational objectives and funder requirements.
- Support participant attendance, retention, and successful completion of program activities.
- Contribute ideas and feedback to improve program effectiveness and participant outcomes.

Youth Engagement and Support

- Recruit, onboard, and engage youth participants in program activities.
- Build positive, strengths-based relationships with youth and provide ongoing support throughout program participation.
- Support youth in identifying and pursuing educational, employment, training, and personal development goals.
- Assist participants in accessing community resources, supports, and referrals as appropriate.
- Encourage youth participation, leadership, confidence building, and personal growth.
- Ensure all interactions reflect trauma-informed, culturally responsive, anti-oppressive, and equity-focused practices.

Education, Employment and Career Pathways

- Support youth in exploring career pathways, educational opportunities, training programs, and employment options.
- Assist with resume development, interview preparation, job search support, and workplace readiness activities.
- Facilitate connections to mentors, employers, educational institutions, and community resources.
- Coordinate youth participation in job shadowing, networking events, career exploration activities, and work-based learning experiences.
- In partnership with the Youth Support Workers, provide support to individualized goal planning and participant action plans where applicable.

Partnership and Community Engagement

- Maintain positive relationships with community partners, employers, mentors, volunteers, and educational institutions involved in programming.
- Coordinate communication with program partners to support participant engagement and program activities.
- Represent Eva's professionally at community meetings, events, and partnership activities.
- Support the development of meaningful opportunities that enhance participant success and progression.

Program Administration and Documentation

- Maintain accurate participant records using Apricot and other organizational systems.
- Complete case notes, attendance tracking, participant files, consent forms, and program documentation in a timely manner.
- Assist with collecting participant feedback, surveys, outcome data, and other evaluation information.
- Support preparation of program reports, success stories, and documentation required by funders and the organization.
- Ensure compliance with organizational policies, procedures, privacy requirements, and data management practices.

Organizational Collaboration

- Work collaboratively with Programs & Services staff and other departments to support program goals, contributing to a positive team environment focused on youth success and continuous improvement.
- Participate in team meetings, case conferences, training sessions, and organizational initiatives.

- Support organizational events, outreach activities, and special projects as required.

QUALIFICATIONS

- Post-secondary diploma or degree in Social Services, Youth Work, Community Development, Education, Employment Counselling, Recreation, or a related field. *Qualifications outside of Canada must be assessed by a recognized certification body to demonstrate Canadian equivalency.*
- Minimum 3 years of experience engaging youth, facilitating youth-focused programs, workshops, or community-based services.
- Experience working with youth experiencing homelessness, housing instability, poverty, systemic barriers, or complex life challenges.
- Experience facilitating workshops, life skills training, employment readiness, or educational programming.
- Experience maintaining participant documentation, case notes, and program records.
- Experience working collaboratively with community organizations, employers, schools, or external partners is considered an asset.
- Strong facilitation, presentation, and youth engagement skills, with the ability to build trusting and supportive relationships with diverse youth populations.
- Knowledge of youth development, employment readiness, mentorship, and life skills programming.
- Strong organizational, administrative, and time-management skills.
- Excellent verbal and written communication skills.
- Ability to manage multiple responsibilities in a fast-paced environment.
- Proficiency with Microsoft Office and participant tracking systems such as Apricot.
- Knowledge of trauma-informed, anti-oppressive, client-centered, and culturally responsive practices.
- Ability to work collaboratively as part of a multidisciplinary team.
- Strong problem-solving skills and ability to respond appropriately to participant needs.
- Certification in Standard level C First/Aid CPR, Food Handlers, Non-Violence CPI
- Clear Vulnerable Sector Check is required

SALARY

This position is unionized. $29.01/hour

We advise all applicants with work permits that obtaining employment with Eva's will not guarantee the approval of any application for Permanent Resident status and emphasize that Eva's positions may not qualify under the government's Ontario Immigrant Nominee Program (OINP) or Labour Market Impact Assessment (LMIA) initiatives.

Please note that this position is for an existing vacancy, and Eva's does not use any form of artificial intelligence (AI) at any stage of the recruitment process. These stages include candidate screening and shortlisting, assessment and selection.

APPLY

Submit a cover letter and resume in one PDF document to **careers@evas.ca**. Be sure to indicate **2026-38 Program Facilitator (Contract)** in the title. No phone calls, please. **This position is open until filled**

CONDITIONS OF EMPLOYMENT

https://www.evas.ca/conditions-of-employment/

LAND ACKNOWLEDGEMENT

https://www.evas.ca/land-acknowledgement/

LOOKING TO LEARN AND GROW WITH US?

Check out all our employment opportunities on our website at https://www.evas.ca/employment/

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Connect with us @evasinitiatives