



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College Community Capacity Building (CCB) Co-facilitator

Booth University College invites applications for a **Community Capacity Building (CCB) Co-facilitator**.

This role involves providing assistance in the preparation, delivery, and evaluation of the Community Capacity Building Program. The Program Co-facilitator works with the Program Coordinator to co-create a learning environment for Guest Facilitators and students that cultivates supportive relationships. The role reports to the Dean, School for Continuing Studies.

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

1. Assists in the preparation and delivery of Community Capacity Building courses by:

- Co-creating an engaging Guest Session, where Guest Facilitators will come together and learn more about the intention of the certificate and its potential in their communities. The goal of this program is to build pathways for developing active community connections between participants and facilitators in the course.
- Co-creating a captivating opening to the course, centering on identity, person, learning goals and community relationships for all learners.
- Contributing to an intersectional, intercultural learning space that encourages relatedness, relationships, and social and intellectual courage for learners throughout the program, through arts-based facilitation approximately 5-7 hours per week.
- Supporting and bridging ongoing accessibility and alliances for Guest Facilitators and Learners where applicable.
- Co-teaching curriculum and encouraging Learners to see themselves as experts on their own communities.
- Attending and participating in team meetings approximately every week to contribute to planning, goal setting and agile programming.
- Supporting learners in processing content, clarifying relationships in sessions and in community, and when possible, connect Learners to community opportunities.
- Contributing to the evaluation process throughout the program, including reflecting on what's working, what isn't, and supporting realized course content, or culture changes.
- Supporting the cohort with readings, poems, films, or other points of inspiration.
- Provide one-on-one sessions with learners as needed.

2. Assists in Administrative processes by:

- Participating in the Admissions process
 - Collecting application forms
 - Shortlisting applications in coordination with the Admissions Committee



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- Coordinating with the School for Continuing Studies (SCS) Administrative and Program Coordinator on:
 - sending acceptance letters
 - sending Graduation forms and other related information
- Coordinating with the Registrar regarding accepted applications for registration in Booth UC's LMS

QUALIFICATIONS

1. Required

- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College.
- Ability to integrate your Christian faith within the workplace.
- Satisfactory criminal record check.
- Bachelor's degree in Arts or Education.
- At least 3 years of experience in planning, designing, and initiating discipline-related curriculum or an equivalent combination of education, experience and training.
- Skilled in developing successful adult education programming related to building community and leadership capacity, community engagement and promoting human rights and equity.
- Experienced in implementing strategies that promote justice, equity, diversity and inclusion with excellent interpersonal, communication, organizational and administrative skills.
- Ability to work as a team in the planning and implementation of courses and programs.
- Competent in facilitating workshops/courses with diverse groups of adult learners.
- Capable of developing and maintaining effective collaborative partnerships and collegial relationships with faculty, community groups; professional, and industry representatives.
- Fully immunized for Covid 19 if required to be on campus

2. Assets

- Knowledge of The Salvation Army
- Facilitation training and/or experience
- Knowledge of Experiential Learning methods
- Experience with a Learning Management System

This is a part-time, term position with 4 hours per day, 5 days a week for 6 months.

Booth University College offers a stimulating university college environment, a mission-driven purpose and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**



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Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Applications will be reviewed as received until December 31, 2021.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open enrollment institution, we welcome students from many different backgrounds, cultures and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how Christian faith compels them to bring hope, social justice and mercy into our world.