

Job Advertisement

Post-Secondary Facilitator

Location: Fredericton, NB with coverage for Woodstock and St. Andrews

Status: Full-time | **Salary:** \$50K

In response to the growing needs of our community, Inclusion NB is seeking a dedicated and collaborative **Post-Secondary Facilitator**. Operating under the guidance of the Manager and Assistant Manager of Inclusive Employment, this vital role assists students and young adults with an intellectual or developmental disability to make a successful transition to NBCC/CCNB and other post-secondary options, with a distinct emphasis on securing meaningful employment post-graduation

Key Responsibilities and Impact

As a Post-Secondary Facilitator, you will not just connect people to services; you will build independent lives.

- **Facilitate Transition Planning:** Support students and young adults with an intellectual or developmental disability in defining career aspirations, academic goals, and post-secondary choices through personalized action plans
- **Navigate Admissions & Funding:** Guide individuals and families through the NBCC/CCNB application process, assist with student selection interviews, and prepare funding requests like NB Student Loans, Canada Student Grants, or TESS.
- **Support Academic Integration:** Track student progress, attendance, and early academic warnings to develop supportive intervention plans alongside parents and campus learning strategists.
- **Collaborate Across the Ecosystem:** Work closely with NBCC/CCNB campuses, learning strategists, accessibility centers, workforce consultants, high school personnel, and local employment agencies to build sustainable pathways.
- **Raise Community Awareness:** Deliver targeted presentations to high schools and families regarding special admissions, consultation support services, and available inclusive post-secondary resources.
- **Manage the Mission:** Maintain timely, accurate, and comprehensive electronic notes and student records to effectively track, monitor, and improve educational and employment outcomes.

Qualifications and Skills

- **Education:** A bachelor's degree in social sciences, a human services counsellor diploma, or an equivalent combination of education and experience in the human services field is required.
- **Experience:** Prior experience working with individuals with a disability, knowledge of inclusive practices, and familiarity with person-centered planning (PATH tool) are preferred.
- **Skills:** Strong verbal and written communication skills, creative thinking, problem-solving, deep empathy, and the ability to build trusting relationships.
- **Technical Knowledge:** Familiarity with the social services delivery system, community employment resources, and Microsoft Office 365 tools.
- **Language:** Bilingualism (English/French) is a plus.
- **Value Alignment:** Demonstrated alignment with our mission and inclusive values regarding intellectual and developmental disabilities.
- **Travel:** The ability to travel to support students and employers within your assigned region is required.
- **Security Checks:** A current, valid criminal record check and vulnerable sector check are mandatory for this role.

Why join Inclusion NB?

We are a progressive, team-oriented organization that deeply values our staff and promotes true work-life balance. We walk the talk when it comes to inclusion; that includes you. We offer a comprehensive benefits package upon hire, designed to support your well-being:

- Flex schedules (including the option for hybrid work)
- Work-life balance commitment
- Paid sick time
- Paid vacation
- 4-day summer work weeks (July-August annually)
- Mental health days
- Professional development opportunities
- Paid lunch breaks
- Group insurance benefits

How to apply:

If you are ready to use your facilitation and advocacy skills to drive inclusion, please forward your resume to: hr@inclusionnb.ca

If a reasonable accommodation is needed to participate in the job application or interview process and/or to perform essential job functions, please contact Khouloud El Moutchou at 506-503-0071.

We thank all applicants for their interest but wish to advise that only those selected for an interview will be contacted.