



AVENUES

www.avenuesmontreal.ca

Employment Facilitator

Avenues Montreal

Part-time contract – 25 hours/week

\$27.50/hour

April 2026 – March 2027

Flexible schedule including evening and weekend availability

About Avenues

Avenues Montreal supports out-of-high-school youth by connecting them to community and public services through youth-centered, care-driven case management. We believe every youth deserves access to supportive, community-based services.

Position Overview

Avenues Montreal is seeking an Employment Facilitator to deliver the Avenues to Employment project. This role involves organizing and facilitating workshops for English-speaking youth across Montreal to build employability skills and connect them to local employment services and opportunities. The facilitator will recruit participants through outreach to schools, adult education centers, and community spaces, and collaborate with partners to ensure youth can access follow-up support. This role is ideal for someone who enjoys working directly with young people, animating workshops, and building partnerships within the community.

In addition to project delivery, the facilitator will also engage with both new and existing Avenues participants, contributing to ongoing programming and relationship-building across the organization.

Key Responsibilities

- Plan and facilitate 10–12 interactive employment workshops (résumé writing, interviews, job search, workplace skills, basic French).
- Recruit participants through outreach to schools, education centers, and community spaces.
- Create inclusive, youth-friendly workshop environments that encourage participation.
- Support youth in identifying employment goals and connecting to appropriate services.
- Facilitate ongoing engagement with both new and existing Avenues participants through regular programming and relationship-based support.
- Build and maintain partnerships with community organizations and employment service providers.
- Coordinate guest participation (e.g., employment agencies, employers) and support a career fair (March 2027).
- Track program data (attendance, partnerships, outcomes) and assist with reporting and administrative tasks.



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Qualifications

Required

- Minimum 2 years' experience working with youth or young adults facing barriers to employment
- Experience facilitating workshops, training sessions, or group activities
- Strong communication, interpersonal, and organizational skills
- Ability to work independently and build community partnerships

Assets

- Experience in employment services, workforce development, or community outreach
- Knowledge of Montreal's entry-level job market (e.g., retail, hospitality, food services)
- Familiarity with organizations serving English-speaking youth
- Bilingualism (English and French)

As part of the hiring process, a criminal background check will be performed.

How to Apply

Please submit a resume and cover letter describing your interest in the position to **Colin** at [**colin@avenuesmontreal.ca**](mailto:colin@avenuesmontreal.ca)

Applications will be reviewed on a rolling basis until the position is filled. We thank all applicants for their interest. Only candidates selected for an interview will be contacted.

Avenues is committed to building a diverse and inclusive team. We encourage applications from candidates who are members of underserved and underrepresented communities, including BIPOC, LGBTQ2+, people living with disabilities and others.

Avenues acknowledges that Montreal (Tiohtiá:ke) is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of these lands and waters.