



EXCELLENCE  
IN MANUFACTURING  
CONSORTIUM

**EMPOWERING  
MANUFACTURERS.**  
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Excellence in Manufacturing Consortium (EMC) is a unique non-profit organization dedicated to helping manufacturers grow and become more competitive, at home and around the world. We are looking for dynamic, result-oriented and solution minded individuals to join our team in New Brunswick.

**Position: Workplace Essential Manufacturing Skills Training – Bilingual Facilitator**

**Location: New Brunswick, travel is required across the province (Greater Moncton Area, Saint John, Sussex, Charlotte, Fredericton, Carleton, Bathurst / Caraquet and Miramichi)**

**Main tasks and responsibilities:** Facilitator will work with the Program Coordinator to engage manufacturers and employees in participating in regional Workplace Essential Skills Pilot and will be responsible to deliver essential skills instructional materials in class or virtual cluster-based training paired with a Workplace Performance Project (WPP). Workplace Performance Project is based on a workplace challenge (existing operational problem or new opportunity) and participants are asked to solve, implement, and assess the business impact on their solution, including workplace intangible benefits and any existing/potential Health & Safety issues/hazards.

Main tasks and responsibilities include:

- Contribute in the development of the appropriate training methods or activities of the new Workplace Essential Manufacturing Skills Training program (this includes training program specifications, instructional materials, program assessments, program delivery strategies & methodologies and business impact data collection tools). On-going – implement pilots and adjust program based on pilot results and feedback from employers, participants and program facilitators;
- Support Program Coordinator in promotional activities and market available training opportunities to employers & employees and provide necessary information.
- Deliver training program sessions and Workplace Performance Projects in class or virtual in a cluster-based training model.
  - Work in collaboration with Project Coordinator and other Facilitators/Instructors.
  - Implement streamlined needs assessment and identify skills or knowledge gaps that need to be addressed – using pre-assessment tools.
  - Design, prepare and customize training aids and materials.
  - Implement training programs (approximately 40 hours of training delivery per session), including preparation, delivery, and follow-ups.
  - Participate in data collection efforts based on project reporting requirements. Capture business impact/workplace performance project results & feedback with employers and participants.
  - Assess student's skill gain using a rubric and other program assessment tools.
  - Maintain updated materials and training records.

**Skills, experience, and characteristics required for the job:**

- Proven work experience as a trainer, training facilitator and coordinating multiple training events in a corporate setting;
- Knowledge of instructional design theory and implementation;
- Proven ability to complete full training cycle (assess needs, plan, develop, coordinate, monitor and

evaluate);

- Familiarity with Action Learning Methods and/or “Applied Learning” implementation;
- Experience in engaging employers in structured/value-added projects and activities;
- Bilingual - strong verbal & written skills.
- Manufacturing and Lean Experience is an asset;
- Comfortable working with people from all levels of organizations;
- Strong organizational and administrative skills;
- Pace varies constantly – hectic at times. Job requires high degree of multitasking and prioritizing;
- Capable of working independently, with limited direction and supervision; and
- Computer skills – Word, Excel, power point (Database management an asset).
- Comfortable facilitation in a blended format (Virtual and in-class).

**Physical Demands & Conditions:**

- Combination of office administrative work, meeting facilitation and employer visits;
- Need to travel (% of time TBD & varies with assigned territory);
- Need flexible schedule; and
- Driver’s license and reliable vehicle required.

***Please send your interest and résumé to Sherri Deveau – [sdeveau@emccanada.org](mailto:sdeveau@emccanada.org)***