

Apprentice LAPS/PCMG Facilitators

Part-Time Contract Opportunity | Further Education Society of Alberta

The Further Education Society of Alberta (FESA) is currently seeking Apprentice LAPS Facilitators for part-time, ongoing contract work ranging from approximately 3 to 10 hours per week. These positions will support FESA's Literacy and Parenting Skills (LAPS) and Parent Child Mother Goose (PCMG) programs.

Successful candidates must be prepared to participate in FESA's accreditation program with the goal of achieving certification as a Certified LAPS Practitioner.

Position Summary

Reporting to the Program Coordinator, Apprentice LAPS Facilitators will receive training to deliver educational programs to diverse learners who may experience multiple barriers. Program delivery may include FESA-developed curricula such as Literacy and Parenting Skills (LAPS), Parenting After Violence (PAV), and Parent Child Mother Goose (PCMG).

The Apprentice LAPS Facilitator is responsible for delivering welcoming, inclusive, and effective educational programming that responds to the needs of low-literate learners. The successful candidate will demonstrate the ability to facilitate engaging programs, assess group needs, and adapt facilitation strategies to support participant learning and success.

Key Responsibilities

- Commit to a minimum of 60 hours of program delivery within one year to be eligible for certification as a Certified LAPS Practitioner.
- Facilitate the LAPS program and other FESA program models at community partner locations across the city.
- Create a welcoming, relaxed, and respectful learning environment where participants feel comfortable sharing ideas and responding to others.
- Prepare program materials and lesson plans that reflect participants' learning needs.
- Support program evaluation by following FESA evaluation templates, procedures, and reporting requirements.
- Collaborate with the Program Coordinator on all aspects of program delivery, including resources, expenses, schedules, and allocated time.

- Complete and submit all required paperwork as outlined in the program delivery agreement.
- Use computer applications, email, internet-based tools, and online platforms such as Zoom and Microsoft Teams as required.

Qualifications

- Post-secondary education or relevant experience in human services, education, or a related field.
- Minimum of two years' experience as a facilitator, educator, or in a comparable role.
- Strong leadership, communication, interpersonal, team building, facilitation, and conflict-resolution skills.
- Demonstrated ability to make clear decisions in crisis situations.
- Ability to adapt to changing environments and remain calm in stressful or ambiguous circumstances.
- Experience working in multicultural environments and applying practices that support diversity, equity, and inclusion.
- Strengths-based approach, with the ability to build and maintain effective community partnerships.
- Access to reliable transportation.
- Established status as an independent contractor, including the ability to meet applicable Canada Revenue Agency guidelines.
- Valid First Aid certification.
- Valid police information check.
- PCMG Level 1 certification or higher is considered an asset.
- Experienced with online platforms, virtual meeting tools, and digital applications is considered an asset.

Application Instructions

Applicants are invited to submit a cover letter and resume in PDF format to **hr@furthered.ca** by **August 10, 2026**.

FESA is an equal opportunity employer. We thank all applicants for their interest; however, only those selected for an interview will be contacted. FESA is unable to respond to individual inquiries regarding application status.