



The Social Planning Council of Peel

“Promoting social justice and citizen participation in the community”

FINANCIAL KNOWLEDGE WORKSHOP FACILITATOR

Release Date: May 10th, 2018

The Service Designer and Provider

The Social Planning Council (SPC) of Peel is a 53-year-old registered non-profit organization that works to ensure a higher quality of life for all people in Peel Region. One of the SPC’s main activities is the creation of programs that address community or regional needs. The **Financial Knowledge Workshops for Seniors** is the SPC’s newest program. The purpose of the workshops is to equip diverse seniors with the knowledge they need to maintain their **financial well-being**, avoid financial abuse, and act with confidence in the financial domain. Financial abuse impairs health, so seniors must learn how to avoid or terminate the mistreatment. The mission of the SPC is to cultivate a healthy and inclusive Peel Region.

The Service

The SPC of Peel will deliver six (6) financial knowledge workshops between June and October 2018. To reiterate, the focus of the workshops is to help seniors avoid financial abuse or fraud. Each workshop is intended for a group of 25 seniors. The SPC is seeking a facilitator to deliver the workshops in an interactive **learner-centered** manner.

Please see next page for job responsibilities and requirements.



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Job Title: Financial Knowledge Workshop Facilitator

Job Number: 003-2018

Hours: 3 to 8 hours per month

Responsibilities

Define workshop outcomes	Encourage confidence and camaraderie among seniors
Plan workshops and appropriate activities	Foster a safe and inclusive workshop environment
Prepare handouts and other workshop materials	Provide post-workshop support
Teach seniors various aspects of financial well-being and related laws	Self-evaluate the impact of workshops on seniors
Facilitate workshops	

Flexibility is essential as the facilitator will be working with seniors who vary in health, mobility, and English language proficiency.

Requirements

A postsecondary credential in finance or accounting	Mindfulness about ethnically and racially diverse people
At least 2 years of experience in financial services	A high level of initiative
Proficiency in verbal communication, teaching methods, Microsoft Word, and Microsoft Excel	Proficiency in Cantonese, Punjabi, or Urdu is an asset but not mandatory
Proficiency in planning and leading workshops	Prior experience in social services is an asset but not mandatory
Proficiency in collaborating with others	Prior experience in adult education is an asset but not mandatory

A **learner-centered** approach to facilitation is pivotal to seniors’ engagement with the subject. A police record check is also required for the job.

All interested applicants should submit a cover letter and resume to cmcleish@spcpeel.com by **May 25th, 2018** (8 pm). The SPC of Peel thanks you for your time; however, only applicants selected for an interview will be contacted.