# Workforce Solutions Specialist (Training & Facilitation)

Salary: $60,000-65,000 | Starting: May 2026

Equiforce is a workforce development organization focused on building more inclusive, future-ready talent pipelines across Newfoundland and Labrador. We work directly with employers, industry, and partners to identify workforce challenges and deliver practical, data-informed solutions that strengthen hiring, retention, and workplace practices.

This is a highly interactive, employer-facing role for someone who thrives in front of a room. You will work directly with employers to identify workforce needs and design and deliver engaging learning experiences, from workshops and webinars to facilitated discussions and focus groups.

This role combines facilitation, learning design, and applied insight. You will translate workforce trends, employer data, and evidence-based practices into practical tools, resources, and conversations that drive real change.

## What You'll Do

### Facilitation, Learning Design, and Delivery

- Lead engaging, high-quality workshops, webinars, focus groups, and strategy sessions that drive participation, insight, and action
- Design and deliver customized learning experiences that respond to real workforce challenges
- Facilitate conversations that move organizations from ideas to action
- Adapt content and approach in real time based on audience needs and dynamics

### Employer Engagement and Partnership Development

- Work directly with employers, industry partners, and community organizations to assess workforce needs
- Identify gaps in attraction, retention, and workplace practices, using data and insight to inform recommendations
- Build strong relationships that support meaningful, ongoing collaboration

**Content and Resource Development**

- Develop tools and resources such as toolkits, guides, and modular learning content
- Translate research, workforce data, and employer insights into accessible, actionable materials
- Support the development of webinars, micro-learning, and other scalable offerings

**Evaluation and Continuous Improvement**

- Evaluate workshops, programs, and resources using feedback and key performance indicators
- Use data, evidence, and feedback to continuously improve content and delivery approaches
- Stay current on emerging workforce trends, tools, and practices

## What You Bring

- University degree or college diploma in a related discipline
- Experience working with employers, industry partners, or in workforce development contexts
- Strong facilitation skills, with experience leading workshops, group discussions, or training sessions
- Ability to gather and synthesize information and apply it to practical, real-world situations
- Strong communication and relationship-building skills
- Excellent organizational and project management abilities, with the ability to manage multiple priorities
- Comfort with virtual platforms and standard workplace tools
- Ability to work independently while contributing to a collaborative team environment
- You are a confident, engaging facilitator who can read a room, guide meaningful discussion, and adapt in real time. You are equally comfortable designing content and delivering it, and you are motivated by using data and insight to turn ideas into practical, actionable solutions.

**You'll Thrive in This Role if You:**

- Enjoy working directly with employers and industry partners
- Like being in front of a room and leading conversations
- Are energized by turning complex ideas and data into clear, practical learning experiences
- Are curious, responsive, and solutions-oriented in your approach

## The Details

- Salary: $60,000-65,000 per annum, *pro-rated to contract term*.
- Contract to March 31, 2027 (with possibility of extension)
- Group health/dental plan and RRSP contribution, pending eligibility
- 15 days paid vacation annually, *pro-rated to contract term*.
- 13 paid statutory holidays per fiscal year
- Birthday leave: Enjoy a paid day o to celebrate your birthday each year
- Holiday Swapping - We recognize and value the diversity of our team and the many cultural and religious holidays that are meaningful to individuals. If you celebrate a holiday that is not on our Statutory and Designated Holidays list, you may request to swap a designated holiday for one that aligns with your own traditions.
- Hybrid work environment: Primarily work from home from anywhere in Newfoundland and Labrador, with regular in-person meetings and events
- Occasional evening or weekend events may be required

## How to Apply

Please submit a resume and cover letter to hiring@equiforce.ca
Ideal start date is early May 2026. We're looking to move quickly on this role, so please include your availability to start, including any notice period, in your cover letter.

## Please Note:

- Attention to detail is key for this role. Applications that don't adhere to the job ad (i.e., don't include a cover letter, are sent via auto-apply, etc.) will not be considered.
- Relocation support is not provided for this position.