Careers Report: MS Community Group Facilitator

1. Introduce the job, what duties does it entail?

* Assesses, plans, implements, and evaluates six community support groups in the Edmonton Capital Region
* Provides Community Visits and Home Visits (when appropriate) with the Public Education Coordinator
* Monitors the Community Support Group budget
* Coordinates the Chapter’s Special Assistance Funding Program
* Mails out, accepts and reviews applications, speaks to clients in person and on the phone in regards to the program, speaks to family members, vendors and health professionals that are authorized by the client as part of the application process
* Submits cheque requisitions and invoices pertaining to the program
* Monitors the program budget
* Assists the Public Education Coordinator with planning and implementing 3-4 specific education sessions for MS clients and high school education presentations
* Assists with the planning and implementation of the MS Connections Conference; specifically with speaker planning and booking
* Provides face-to-face and telephone support and information to clients
* Submits monthly statistics to the Northern Regional Manager, Alberta
* Maintains accurate records of all activities

<http://mssociety.ca/alberta/careers.html>

1. What is the career path for this job? What skills / experience / education is required?

* A University Degree in a related field with at least three years of experience in group planning and facilitation in the non-profit sector or a related work place or business environment
* Experience in working with persons with disabilities is an asset
* A valid Class 5 Drivers License is required
* Current First Aid and CPR are also required
* Ability to plan coordinate various levels of events and activities
* Ability to coordinate community support groups independently
* Ability to deal sensitively and appropriately with a variety of people, both in person and on the telephone
* Strong administrative skills and ability to multi-task
* Strong oral and written communication skills
* Ability to represent the MS Society in an appropriate manner
* Work effectively with Chapter volunteers and as part of the Chapter staff team

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1. What personality traits would help someone excel in this positions?

* Strong interpersonal and communication skills
* Ability to plan coordinate various levels of events and activities
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1. What compensation (level of pay / benefits) does this position provide?
2. How can a high school student begin getting experience for this position?
3. Provide a Works Cited with your report.