



Bookmates Inc. is accepting applications for the position of Program Trainer.

This part-time contract position is approximately 12 to 15 hours per week, daytime and evening hours from Monday to Friday, with occasional weekend hours required.

Description: Main responsibilities are the development and delivery of family literacy training and programs, focussed on the early years.

Key Responsibilities:

- delivers family literacy trainings and workshops both virtually and in-person
- facilitates parent-child programming at community sites
- collaborates in developing training session content
- participates in community outreach and literacy awareness events
- collects data and information for reports and program evaluations

Requirements:

- understanding of and commitment to Bookmates' mission
- knowledge of family literacy and early learning philosophies, issues and approaches
- education and experience in early childhood development
- knowledge of adult learning principles and techniques
- strong group facilitation skills and experience
- experience delivering workshops both in person as well as online
- experience working with families and young children in a community setting
- experience working with diverse communities and cultures
- excellent interpersonal and communication skills
- proficiency using Microsoft Office
- ability to work effectively as a team member as well as independently
- availability to work evenings and weekends as required
- valid driver's license and use of personal vehicle for travel is required
- Police Information and Child Abuse Registry Checks are required

Minimum Education, Training and Experience:

- post-secondary degree or certificate in a related field or equivalent experience
- three to five years related experience
- community development knowledge and experience
- training in Bookmates' and other family literacy programs is an asset

Closing date for applications is **September 15, 2025**

Please submit applications to: edbookmate@mts.net and include a cover letter outlining how your qualifications meet the requirements for this position. We thank all applicants for their interest, however only potential candidates will be contacted.