



## **A great role for an engagement planner and facilitator in a growing company!**

Emerge Solutions, Inc. is seeking an experienced, hardworking and dedicated engagement planner and facilitator to work on contract with our growing company.

We are one of the preferred public and stakeholder engagement firms in the Capital Region, and deliver on a wide variety of projects that are shaping our communities and municipalities.

If you are interested in contributing in a collaborative, progressive and highly motivated team environment, apply today.

## **ENGAGEMENT PLANNER AND FACILITATOR**

In this key role, you will work as a member of the engagement team to plan project engagement, implement on engagement activities, and report on both project and activity-focused engagement for our clients. You will play a vital role in process design, event planning, implementation, analysis and reporting on input received from various engagement events related to specific projects. Projects include construction, engineering, transportation, conceptual design, business planning and strategy development.

## **QUALIFICATIONS:**

You have an exceptional ability to assess engagement requirements, develop detailed engagement plans, design engagement processes, implement various methodologies, and support input analysis. You have demonstrated experience in engagement planning and facilitation and are people-oriented, organized and analytical. You have a post-secondary education in business, communications, change management or another related field. You have excellent verbal and written communications skills.

## **CONTRACT:**

This is a contract role, where much of the work can be performed at home. The hours are flexible, and project based but with strict deadlines.

Qualified applicants are invited to submit their resumes quoting reference number ES 126 and position title to:

Email: [info@emergesolutions.ca](mailto:info@emergesolutions.ca)

See next page for job description.

*Emerge Solutions, Inc. thanks all applicants for their interest. Only those that qualify for an interview will be contacted.*

## Role Description – Engagement Planner and Facilitator

**PURPOSE:** A summary of the job, covering the primary responsibilities, the framework within which the job has to operate and the main contribution to the organization.

- In this key role, you will work as a member of the engagement team to plan project engagement, implement on engagement activities, and report on both project and activity-focused engagement for our clients. You will play a vital role in process design, event planning, implementation, analysis and reporting on input received from various engagement events related to specific projects. Projects include construction, engineering, transportation, conceptual design, business planning and strategy development.
- This role is critical to the engagement planning, implementation and reporting process and ensures a well designed and implemented engagement event for our clients.

**RESPONSIBILITIES AND ACTIVITIES:** The purpose of the job can be broken down in different **responsibilities** and **end results**. Each result shows what the job is accountable for, within what framework and what the added value is.

### 1. Engagement process design and event planning

For each project:

- Assess the input requirements and, where required, develop a through and detailed public engagement strategy and/or plan.
- Assess the input requirements and, for each set of discrete engagement activities, develop the process or content required to invite the required input (i.e., choose the appropriate engagement methodologies and help design and implement them).
- Present the engagement methodologies and supporting requirements (i.e., questions, resource requirements, event and venue plan, materials list, training materials) to clients and collaborate to achieve final and approved products.
- Implement, as required, the event and venue plan and the engagement methodologies.
- Coordinate, as required, the required resources and materials to support successful implementation of the engagement event.

### 2. Engagement implementation

- Coordinate (i.e., online survey) or facilitate (i.e., workshop) the engagement methodologies.
- Collect input through the engagement event and submit for analysis.

### 3. Engagement Analysis and Reporting

- Support Emerge Solutions' engagement analysts to analyze and draw contextually relevant insights from the input.
- Identify any gaps in the facilitated process and lessons learned.
- Review reports to clients and their audiences to ensure the engagement methodology, input and analysis is accurately captured and reflected in them.

**KNOWLEDGE, SKILLS & ABILITIES:** A list of the most important **knowledge** factors, **skills** and **abilities** including knowledge about practical procedures, specialized techniques, etc.; analytical and conceptual skills and abilities; and skills needed for direct interaction with others, including but not limited to diplomas and degrees. Specific training if it is an occupational certification/registration required for the job.

- Demonstrated experience in public engagement planning
- Demonstrated experience with multiple engagement methodologies, including design, development and implementation
- Demonstrated facilitation experience
- People-oriented
- Organized, analytical and results-orientated
- Verbal and written communication skills
- Post secondary education in business, communications, change management or another related field