



## WinSETT Contracted Facilitators

WinSETT Centre is seeking Contract Facilitators located across Ontario and Eastern Canada to deliver WinSETT Leadership Development sessions.

### Who We Are

The Canadian Centre for Women in Science, Engineering, Trades and Technology (WinSETT Centre) is an action-oriented, non-profit organization launched in 2010 after regional consultations and three national forums with key stakeholders, including women in SETT. WinSETT Centre is focused on fostering opportunities that encourage women to enter, stay, grow and lead in science, engineering, trades and technology (SETT) careers. We envision a world where women participate fully in these areas. We take a national focus on advocating for women's full inclusion in SETT workplaces and fostering links between academia, industry, governments, associations, unions and non-governmental organizations.

### What We Do

We help to empower women to grow their careers in SETT by giving them the tools that they need to stay, grow and lead in SETT workplaces. WinSETT Centre does this by offering in-person and online facilitated and interactive leadership and career management workshops.

We enable employers to advance the inclusion and retention of women in SETT workplaces.

We help employers assess the current state of their workplace, set objectives and build a plan that includes suitable and proven policies, training and interventions to help them create a more and respectful and inclusive workplace for all their employees.

We raise the visibility of leaders in gender equity through the WinSETT website, newsletter, social media and sponsorships.

We build capacity and resources to serve future generations of women in SETT.

### Who We Need

A WinSETT Facilitator is responsible to prepare for and deliver WinSETT-owned sessions, including online skill builders (90-minute interactive online sessions), in-person skill builders (2- hour), and in-person workshops (1/2- or full-day), all of which are outlined on our website [www.winsett.ca](http://www.winsett.ca).

A WinSETT Facilitator is the 'face of WinSETT'. She is trusted to model the skills and values of the organization in all WinSETT sessions. She takes direction from the Executive Director and for online deliveries, provides direction to the session host to assure smooth delivery.

The Facilitator is also responsible to complete follow-up documentation after each delivery.

## Candidate Attributes

A successful candidate will demonstrate the following skills and attributes:

- Lived experience in a SETT field, with professional certification in adult learning, facilitation, or a related discipline.
- Strong facilitation skills, with the ability to deliver structured curriculum while fostering engaging, inclusive group discussions in professional settings.
- Ability to independently prepare for sessions, including reviewing and contextualizing content, making minor updates to slides, adapting delivery approaches as appropriate, and communicating proactively with session hosts throughout preparation and delivery.
- In-depth understanding of the workplace challenges faced by women in SETT sectors, along with evidence-informed strategies to navigate and address these challenges. The candidate is expected to remain current on relevant research, reports, and emerging practices, and to integrate this knowledge into session delivery.
- Capacity to provide thoughtful written insights to support continuous program improvement, including synthesizing participant feedback into clear, concise reports.
- Demonstrated reliability and professionalism. Facilitators must be available to deliver one to two online or in-person sessions per month, log in or arrive prepared and on time, ensure reliable internet connectivity for virtual sessions, and support on-site setup when delivering in person.
- Commitment to safeguarding WinSETT's intellectual property, completing follow-up tasks, and submitting required documentation and invoices in a timely manner.
- High standards of confidentiality with respect to participant contributions and organizational matters.
- Ability to follow and provide clear written and verbal instructions, remain composed under pressure (including during live delivery), and adapt quickly when circumstances shift.
- Willingness and ability to travel within the region and, on occasion, beyond the region for in-person delivery.
- Must have basic proficiency in Zoom, Google, Calendars, Dropbox, and Excel. Experience working in learning management systems also an asset.

## How to Apply: Deadline for Applications: April 10, 2026

Please forward your expression of interest and resume to Dawn Leonard at [executivedirector@winsett.ca](mailto:executivedirector@winsett.ca) by April 10, 2026. We thank all applicants for their interest; however, only those selected for further consideration will be contacted.