



## Opportunity One

Nova Village NS is a family hub providing free, inclusive, low barrier programs supporting the health and wellbeing of families. Nova Village provides families and youth opportunities to Connect, Grow and Thrive. Nova Village is a registered charity established in 1986, formally known as the Fairview Resource Centre.

Our employees are a dedicated team, passionate about making our communities stronger and ensuring everyone has a place to turn to when they need support. The team is guided by shared values of equity, compassion, adaptability, and collaboration.

### **Independent Contractor: Adult Parenting Program Co-Facilitator**

#### **Job Description**

Please note, this is an independent contractor position.

We are looking for an Adult Parenting Program Co-Facilitator to help co-facilitate our Thriving Families NS (TFNS) program - a provincial, parent education program for families new to Nova Scotia, first time parents or parents/caregivers looking for a refresher. It includes topics relating to Nova Scotia laws, legislation relating to the family safety, health and well being of children/ youth.

As the Adult Parenting Program Co-Facilitator, you will play a key role in helping facilitate parenting programs, assist in program preparation and conducting community outreach.

#### **Responsibilities include:**

#### **Program Delivery & Facilitation**

- Co-facilitate parenting programs, workshops, and community sessions
- Support lead facilitator in presenting program materials
- Create a welcoming, inclusive, and respectful space for participants
- Encourage discussion, participation, and engagement
- Respond to participant questions and provide clarification as needed
- Use culturally attentive and trauma-informed approaches in program delivery
- Model professional boundaries and inclusive language

#### **Participant Support**

- Assist with participant registration and intake processes
- Maintain attendance records and documentation
- Provide reminders and follow-ups to participants
- Offer resource referrals when appropriate
- Support participants experiencing barriers to engagement

### **Program Coordination & Administration**

- Prepare program materials, handouts, and supplies
- Assist with room setup and cleanup
- Maintain accurate program records and evaluation forms
- Support data collection and reporting requirements
- Assist with scheduling and organizing advisory committee meetings

### **Community Engagement**

- Promote programs within the community
- Support outreach efforts with partner organizations
- Represent the organization in a professional and positive manner
- Build and maintain respectful relationships with community partners

### **What are we looking for?**

Our ideal candidate has:

- Strong communication skills.
- Strong interpersonal and communication skills
- Ability to co-facilitate and work collaboratively within a team
- Understanding of trauma-informed practice
- Strong organizational and time-management skills
- Basic computer proficiency (email, data entry, virtual platforms)
- Ability to maintain confidentiality and professional boundaries

As well, the following would be strong assets:

- Experience facilitating or organizing support groups.
- Driver's license and use of a reliable insured vehicle.
- Additional languages.

### **Time commitment**

- **3 hours per week, plus 6 hours a week during program presentation weeks; total of 18 hours monthly**  
***additional hours as needed during program presentations***
- Start date: ASAP.

**Location**

- Mixed between on-site at Nova Village, 6 Titus Street, at community locations and at home.

**Compensation**

- \$ 35 /hourly
- Mileage will be reimbursed.

**To apply:**

- Email cover letter and CV to [opportunities@novavillagens.com](mailto:opportunities@novavillagens.com)
- Deadline: ASAP

Nova Village is committed to being a workforce that is free of discrimination and values diversity. Our priority groups are Indigenous People, African Nova Scotians, Other Racially Visible Persons, Persons with Disabilities and Women in Occupations/positions where they are under-represented. Members of these groups are encouraged to apply and self-identify in their cover letter.

Only those selected for an interview will be contacted.

Thank you for your interest in seeking employment with Nova Village.

## Opportunity Two

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### **Independent Contractor: Maternal Wellness Peer Group Facilitator**

#### **Job Description**

We are looking for a Peer Facilitator to lead our Maternal Wellness Peer Support Group - a safe, non-judgemental monthly support group for moms to connect, share their stories and struggles, and learn from each other.

As Peer Facilitator, you will play a key role in fostering a sense of community and promoting maternal wellness. This is an opportunity to develop your leadership and facilitation skills while giving back to your community.

This is a baby- and child-friendly role in which your baby or child are welcome to attend the monthly support group with you.

#### **Responsibilities include:**

- Facilitating the monthly support group, ensuring a respectful, welcoming, and inclusive atmosphere.
- Setting up/cleaning up the program room.
- Developing topic ideas and resources for group discussions.
- Encouraging open dialogue and active participation among participants.
- Addressing any conflicts or issues that arise within the group in a constructive manner, in collaboration with the Program Coordinator when necessary.
- Staying up to date with the Mom-to-Mom Whatsapp group chat in between meetings.
- Maintaining attendance records and assisting with program evaluation.
- Maintaining confidentiality and adhering to Nova Village's privacy policies.
- Assisting with community outreach activities, including email and social media outreach, distributing flyers, and attending community events.
- Attending monthly supervision and planning meetings with the Program Coordinator.
- Willingness to take facilitator or related training (paid for by Nova Village).

#### **What are we looking for?**

Our ideal candidate has:

- Strong communication skills.
- Lived experience as a mom.
- An interest in maternal mental health.

As well, the following would be strong assets:

- Previous experience as a participant in a maternal wellness or peer support group.
- Experience facilitating or organizing support groups.
- Driver's license and use of a reliable insured vehicle.
- Additional languages.

Candidates must be legally eligible to work in Canada.

### **Time commitment**

- **3 hours a week Monday to Friday during business hours** from home, except the first Tuesday of each month will be on site at Nova Village at 6 Titus Street, Halifax. Additional hours may be possible starting in July.
- An ability to commit for a minimum of 12 months.
- Start date: ASAP.

### **Location**

- Mixed between on-site at Nova Village, 6 Titus Street, at community locations and at home.

### **Compensation**

- Weekly rate of \$100 (3 hours).
- Mileage will be reimbursed.

### **To apply:**

- Email cover letter and CV to [jirvine@novavillagens.com](mailto:jirvine@novavillagens.com).
- Deadline: Mar 15, 2026

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