

**JOB DESCRIPTION**  
**Contract Trainer**

**Job Type:** Part-time contract for one-year, with the possibility of contract renewal.

The Forensic Practice (TFP) delivers high quality training and consulting services to criminal justice, child protection and other professionals on topics such as interviewing, risk assessment, reading people, and other forensic issues. While we are based out of Port Coquitlam, BC, our Training Associates are located in various cities across Canada.

We offer both in-person and online workshops that teach basic foundational skills, more advanced specialized skills, as well as mentorship. Workshops are between two and nine days long. They combine evidence-based knowledge pieces with practical skills training and include a combination of interactive lectures, video and transcript analysis, case studies, demonstrations, individual and group exercises, pop quizzes, improv-based skill building games, and practice sessions with peers and actors to accommodate diverse learning styles. Our workshops include:

- The StepWise 360: Interviewing Children and Youth©
- The StepWise 360: Interviewing Trauma Survivors©
- The StepWise 360: Interviewing Adults in the Child Protection Context©
- The StepWise 360: Tailoring for Special Needs©
- The StepWise 360: Interviewing Suspects©
- Assessing Risk for Violence©
- Assessing Risk for Sexual Offending©

**We are looking for engaging and dynamic trainers to facilitate our existing workshops, both online or in-person at various locations across North America.** We provide trainers with workshop materials, such as participant workbooks, PowerPoint presentations, and trainer manuals. We support and mentor all of our trainers. New trainers are paired with experienced trainers until they are able to demonstrate a sufficient level of proficiency. Trainers are regularly provided with constructive feedback in order to continually improve their facilitation skills. This contract position is ideal for someone who is eager to learn and teach, works part-time, has a flexible schedule, can travel on a regular basis, and is comfortable with in-person and online training.

**Qualifications:**

- Graduate degree in Social Work, Psychology, Criminology, or related field; **or** practical experience and knowledge related to workshop content.

- Experience delivering workshops, teaching, coaching adults, or presenting in front of groups.
- Able to learn new workshop material quickly and conduct live demonstrations of the skills being taught.
- Able to communicate clearly and precisely, and present material in a dynamic and engaging manner.
- Able to provide constructive feedback to learners in a respectful manner.
- Reliable, organized, professional, conscientious, self-motivated, and open.
- Competent in the use of computer software and related equipment to deliver in-person and online training sessions.
- Open to receiving and learning from feedback in order to improve as a trainer and training partner.
- Respectful of diverse backgrounds, experiences, and learning styles.

We encourage applications from trainers who are fluent in French and those who represent various under-represented communities.

**Trainer Supplies:**

- For in-person courses, trainers supply their own computer laptop and audio speakers.
- For online courses, trainers supply their own computer, microphone, headphones, and webcam.

**Time Requirement:** Varies significantly based upon each trainer's availability, the number of workshops scheduled, and other considerations. Trainers may be needed for *up to* 8-10 days per month, 9 months per year (with less demand for workshops in July, August, and December).

**Closing:** We are accepting applications throughout the year.

**Follow-up:** Due to the high volume of interest, not all applicants will receive a follow-up email or phone call.