

Project Lead — Employment Services Training

Engagement	Independent contract Remote within British Columbia
Term	September 8–December 18, 2026
Rate	\$55–\$70 per hour, depending on qualifications and experience

The opportunity

Island Work Transitions Inc. (IWT) has delivered employment and career-development services on Vancouver Island for nearly 15 years and currently provides WorkBC services in Port Alberni, Ucluelet and Tofino.

IWT is seeking an experienced WorkBC practitioner to lead a time-limited training research and resource-development project. Working with IWT staff, the Project Lead will review existing operational knowledge and training practices, research emerging training needs within the employment-services sector, and develop preliminary training concepts and sample resources for further evaluation.

This is an exploratory assignment. The findings will help IWT determine whether additional training-development work is warranted.

Contract details

- Primarily remote; the selected contractor may be located anywhere in British Columbia
- September 8–December 18, 2026
- Maximum 350 billable hours
- Approved expenses and applicable GST are additional
- Attendance at the ASPECT Conference, November 18–20, 2026, is required
- Occasional project-related travel may be required
- Any subsequent work would require a separate written agreement and is not guaranteed

Responsibilities

The Project Lead will:

- review IWT's existing training practices, procedures, resources and operational expertise;
- consult with IWT staff and employment-services practitioners;
- identify operational processes and practices within IWT that could be translated into practical training resources;
- research emerging training needs, skill gaps and sector requirements affecting WorkBC practitioners;

- organize complex WorkBC processes into clear training concepts and resource outlines;
- develop limited sample training resources, exercises or job aids for potential in-person, virtual and self-directed online delivery;
- support IWT's research and engagement activities at the ASPECT Conference;
- identify training subjects warranting further development; and
- prepare a final report with findings and recommendations.

Qualifications

The selected contractor will have:

- substantial and recent WorkBC case-management experience;
- advanced practical knowledge of ICM and current knowledge of OES and related WorkBC resources;
- strong understanding of WorkBC case-management workflow, ICM use and data quality;
- experience coaching, mentoring or training employment-services staff;
- strong research, interviewing, analytical and writing skills;
- the ability to explain complex operational processes clearly;
- the ability to manage an independent project and meet established milestones;
- residence in British Columbia; and
- availability to attend the ASPECT Conference from November 18–20, 2026.

Experience developing procedures, training materials, reference guides or job aids is preferred. CCDP certification, quality-assurance experience, adult-learning knowledge or previous research experience would be assets.

How to respond

Interested contractors should respond through [Indeed](#) by August 14, 2026 with:

- a résumé outlining relevant WorkBC, ICM, training and resource-development experience; and
- a brief proposal describing their approach to the assignment, availability, anticipated hours and proposed hourly rate.

Discussions with selected respondents are expected during the week of August 17, 2026. Only those selected for a discussion will be contacted.

The selected contractor will enter into an independent contractor agreement and will be required to provide references, disclose potential conflicts of interest, and comply with applicable confidentiality, privacy and information-security requirements.