



## **Job Posting: Employment Specialist & Facilitator**

**Job Status:** Full time (37.5 hours/week)

**Salary Range:** Compensation commensurate with education and experience

**Closing Date:** Sept 27<sup>th</sup>, 2021

**Start Date:** **as soon as possible**

The Employment Specialist & Facilitator is responsible for the implementation, facilitation of the Youth Women Self-Employment stream, a program that provides employability training for youth. The Employment Facilitator /Specialist works collaboratively with and reports directly to the Employment and Training Lead Coordinator.

### **Qualifications**

- Post-secondary degree or certificate in the social services field
- Experience recruiting employers, establishing relationships with business and community referral agencies;
- Experience in the development, organization, and facilitation of job readiness training and life skills groups
- Strong written and verbal communication skills
- Ability to work flexibly in a high-stress environment, adapting to the needs of the group/participant
- Ability to deal with crisis situations in an appropriate manner
- Knowledge of the resources available in the community to Individual experiencing barriers to employment
- Strong organizational, planning, and time management skills
- Excellent computer and administrative skills

### **Responsibilities**

#### **1. Program Development and Implementation**

- Recruit 60 program participants in collaboration with the Employment Training Program Coordinator
- Develop and implement marketing plans for the program in consultation with the Employment Training Program Coordinator and Management,
- Develop and Facilitate 5 Weeks of employment training by providing tools to resolve difficulties and develops career & learning plans to overcome barriers,
- Utilize Stages of Change and Motivational Interviewing approaches to assess and develop increased levels of motivation in regard to work readiness,
- Assisting clients with job readiness skills, job search strategies, writing resumes and preparing for job interviews,



- Facilitate sessions on Self-Employment topic including starting a business, creating a business plan, marketing plans, taxation, leveraging e-commerce,
- Observe trends amongst participants and respond accordingly to identify areas for program improvement.

## 2. Employment Liaison

- Foster new partnership with 40 new employers, business owners, and investors for the program
- Establishing a strong business partnership with business in the community and across the city of Winnipeg to identify employment market information and specific job leads,
- Identify and recruit Employers who are willing to interview and provide employment opportunities and work placements to program participants.
- Connect employers with participants who have matching skills and interests for a job interview.
- Work with the employer to ensure systems and procedures are in place that will foster long-term retention of participants.
- Advertising available positions on job sites, social media sites, and other digital resources
- Coordinate and implement monthly *EmployNet* Summit that will showcase **Fast Pitch, Skills Lab, Employment Fair**, local business owners, investors
- Supporting participants in applying for business licenses, business loans, and any additional documentations they may need in order to open their business.

### Additional Benefit:

Regular hours of work will be at the ECRC office between 9:00 am – 5:00 pm Monday to Friday, however, the schedule is flexible to accommodate meetings and occasional travel within Winnipeg.

After 3 months, the employee will be eligible to participate in the benefit plan which includes extended health to be paid 30% by the employee and 70% by the employer, as well as RRSP contributions of up to 2% of the employee's gross salary and 3 weeks of vacation days.

### **Submit Resume and a cover letter to:**

Subject line: Employment Facilitator Specialist  
Elmwood Community Resource Centre  
E-mail: [ncondo@elmwoodcrc.ca](mailto:ncondo@elmwoodcrc.ca)

\*Only successful applicants will be contacted to schedule interview times.