

JOB DEVELOPER | Vancouver Eastside Educational Enrichment Society

About VEEES: Vancouver East side Educational Enrichment Society is committed to providing advocacy and support to survivors of violence, abuse/trauma. Our mandate is to support and promote alternative approaches to education. For more information, please visit www.veees.org

Do you enjoy:

- Working with a dedicated, hardworking team?
- Contributing to the success of job seekers?
- Variety in your workday?
- Supporting people to find employment?
- Promoting community inclusion?
- Flexible work environment?

The program you would be working in:

EMPOW3R is an employment training program funded by Ministry of Advanced Education and Skills. VEEES delivers this program in partnership with Kiwassa Neighbourhood House.

The program prepares adults for jobs in early childhood care and education. EMPOW3R is for individuals looking to build employment readiness skills while training to work in a variety of childcare settings such as School Age Care, Family Drop-In Centres, Childminding, Licensed Childcare Facilities, or at their own homes! EMPOW3R offers financial Support, Childminding, Counseling, Practicum Placement, etc.

Job Summary:

The Employment Specialist/Job Developer is responsible for building lasting relationships with local employers and creating work experience opportunities that lead to long-term sustainable employment opportunities for clients. The Job Developer works collaboratively with the EMPOW3R Team to support participants towards successful job attachment outcomes.

You are responsible for building resumes, conducting interviews, and maintaining administrative records. You may also participants with completing job applications and preparing for interviews.

You are a self-motivated, dynamic individual who will collaborate with businesses to secure the talents of those with barriers to employment. You are responsible for building lasting employer relationships for the EMPOW3R program.

Phone: 604.215.4344

Fax: 604.569.3779

Email: ed@newstartbridging.ca

200—730 Gore Ave, Vancouver, BC, V6A 2Z9

What you will do:

- Support participants as individuals with barriers to employment in achieving their employment and education goals.
- Using sales techniques such as "cold-calling" of prospective employers and securing in-person meetings to understand businesses' hiring needs to secure employment opportunities
- Deliver presentations/Information sessions to stakeholders and community partners
- Establish, develop, and maintain working relationships with employers, provide support and resources to ensure successful long-term employment matches
- Demonstrate understanding of job carving and its benefits for employee and employer
- Facilitate disability and inclusion-based workshops for employers
- Complete detailed Employer Needs Analyses to understand employer's hiring needs and priorities
- Provide individualized support to employers to enhance their capacity to better hire, develop and retain youth in the program
- Compile outcome data for reports as requested in a timely fashion.
- Demonstrate excellent public relations skills
- Implement other program components as required

We'd love to hear from you if:

- You have a Bachelor's degree in a relevant field (e.g., HR, Business, Marketing, Social Sciences) or equivalent combination of training and experience
- You have demonstrated previous experience in business/job development, through recruitment, community development etc.
- You have strong sales and marketing background, meeting and exceeding set targets
- You have previous experience in an employment program and/or working with individuals with disabilities and other barriers to employment
- You have demonstrated competency with public speaking and presenting to stakeholders
- You have taken a Career Development Practitioner Certificate (CDP)

Other Requirements:

- Criminal Record Check

Hours & Flexibility

The Employee will be employed on a full-time basis, and their work hours may vary based on the operational requirements of VEEES and may include evening and weekend work, as necessary. This position will require ability to travel across the communities of Metro Vancouver. Must be comfortable working from home due to COVID as well as going into business locations following safety protocols.

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Salary & Term

- This is a 12-month temporary position
- If interested, please send in your **cover letter and resume** by July 1st, 2021
- Contract length: 12 months
- Full time hours: 35 hours per week
- Application deadline: 2021-07-01
- Job Types: Full time, Temporary contract
- Salary range: \$24.00 - \$26.00 per hour

Please indicate your start date availability.

Benefits:

- Casual dress
- Flexible schedule
- Work from home

Schedule:

- 5-day shifts
- Monday to Friday
- Weekends (occasional)

Education:

- Bachelor's Degree (Preferred)
- Career Development Practitioner Certificate (CDP)

Work remotely:

- Temporarily due to COVID-19

COVID-19 precaution(s):

- Remote interview process
- Virtual meetings

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