



Employment Advisor (Short Term Contract: October 2024 – March 2025)

WILL Employment Solutions is looking to add an Employment Advisor to our team. Reporting to the Employment Preparation Team Lead, the Employment Advisor is responsible for ensuring all job seekers are independent, job ready and prepared to market their skills, experience and qualifications to Canadian employers with a specialization in preparing immigrants for employment. The successful candidate will support in the delivery of employment preparation activities and self-marketing documents through delivery of group and individualized solutions based on client needs.

THE TALENTS AND BACKGROUND YOU BRING TO THE TABLE

- Completion of post-secondary education
- 2-3 years of experience in an administrative role
- Knowledge of the current labour market trends, online job search techniques, recruitment processes, interview methods, and hiring practices
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access)
- Proficient technology skills including experience with online learning platforms, online conferencing/meeting platforms, and utilization of social media as a networking and marketing tool
- Experience with social media platforms including: LinkedIn, YouTube, Facebook, etc.
- Experienced in providing excellent customer service in person, over the phone, video conferencing and through email
- Excellent written and verbal communication skills
- Accurate data entry skills and ability to manage data, analyze information and create reports
- Ability to multi-task and complete projects with frequent interruptions
- Ability to work in a team environment as well as independently
- Ability to solve problems and think quickly on your feet
- Good time management skills and the ability to adapt to changing priorities
- Cross-cultural competency with an ability to interact and work effectively with people from different cultures and backgrounds
- Change-oriented mindset with a passion for continuous improvement and commitment to
- Excellence
- Professional demeanor and ability to handle confidential information
- Second language is an asset

WHAT YOU WILL BE DOING

Job Duties/Responsibilities

- Review and edit client self-marketing packages including resumes, cover letters, references, and labour market research with timely referral to the Recruitment Team for connections to regional employers
- Provide feedback and coaching to clients on job search techniques and communicate changes in job search trends

- Manage client expectations by providing clear details about the process of the service
- Record and enter data on all client and employer interactions in tracker and external funder databases as required including flagging issues or important client updates for other staff members to be aware of
- Provide and facilitate priority response support for job seekers who need assistance to prepare for job interviews or other employment opportunity meetings
- Periodically follow-up with clients to assess job readiness
- Provide staff with accurate data required for various duties in a timely and efficient manner
- Ensure that all data fields on client registrations and follow up are complete and accurate
- Actively communicate with all teams and project opportunities to strengthen client navigation pathways and continuously improve organizational services
- Follow-up with client, teams, and colleagues to ensure that the client is being effectively and efficiently supported throughout the system and keep them updated on the process of their file
- Connect clients with appropriate internal and external referrals in a timely fashion to continue, advance and animate steps in the job search process
- Open appropriate service windows within client case
- Intentionally and strategically collaborate across WILL programs to support the achievement of the WILL mission and goals
- Maintain confidentiality with client and internal information
- Special projects and other duties as assigned

OUR ASK?

- Ability to work a full-time schedule for the duration of the contract.
- Review and edit client self-marketing packages including resumes, cover letters, references, and labor market research with timely referral to the Recruitment Team for connections to regional employers
- Record and enter data on all client and employer interactions in tracker and external funder databases as required including flagging issues or important client updates for other staff members to be aware of
- Provide and facilitate priority response support for job seekers who need assistance to prepare for job interviews or other employment opportunity meetings
- Schedule and facilitate 1:1 LinkedIn self-marketing sessions and monitor client feedback
- Train clients and colleagues on best practices in e-networking and job searching through social media
- Intentionally and strategically collaborate across WILL programs to support the achievement of the WILL mission and goals
- Special projects and other duties as assigned.

WHY US?

- Mentorship
- Awesome co-workers, a focused and fun organization and meaningful goals.
- Health, dental and vision, employee assistance and pension benefits/programs.
- Professional development opportunities.
- Salary range of \$47,000 - \$52,000 per year.
- Generous paid sick time and vacation time.

- 35-hour work week

If you would like to work with us, we would love to hear from you. Simply send your resume and one page cover letter detailing how your skills match our requirements by **Friday, October 18, 2024, at 12pm (Noon)** to: careers@willemployment.ca.

Please reference Hiring Committee/ Employment Advisor (STC) in subject Line.

WILL Employment Solutions values diversity in all its forms and recruits qualified individuals at all occupational levels that reflect the diversity of our clients and our community. We strive to foster a workplace in which all individuals maximize their potential, regardless of their differences. We are committed to providing accommodations for person with disabilities. If you require an accommodation to complete this application, we will work with you to meet your needs. Accommodation may be provided at all stages of the hiring process.

We would like to thank everyone who has taken the time to apply for this position. We know job applications are time consuming, and we appreciate your efforts. Please note that only those being considered for an interview will be contacted.