



Job Posting: Employment and Recruitment Advisor – Short-Term Contract

Are you passionate about helping people achieve their employment goals and build brighter futures? WILL Employment Solutions is seeking a dedicated and motivated Employment and Recruitment Advisor to empower job seekers, remove barriers to employment, and connect individuals with meaningful opportunities. In this rewarding role, you will play a key part in supporting clients as they develop the skills, confidence, and strategies needed to succeed in today's labour market.

Reporting to the Director of Client Operations, the WILL Employment and Recruitment Advisor will help job seekers access services at WILL, reduce barriers to meaningful employment, and develop an employment action plan in support of short- and long-term employment goals. The Employment and Recruitment Advisor will ensure all job seekers are independent, job ready and prepared to market their skills, experience and qualifications to Canadian employers and will provide support in the delivery of employment preparation workshops and activities. This position is on a STC until December 31, 2026.

WHO ARE YOU?

- College diploma or university degree or equivalent work experience in social work, social service, counselling, career development, coaching, or education
- Experience in a similar role
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook, Access) with accurate typing skills
- Proficient technology skills including experience with online learning platforms, online conferencing/meeting platforms, and utilization of social media as a networking and marketing tool
- Ability to teach and coach others in job search practices
- Knowledge of employment legislation such as the Ontario Human Rights Code and Employment Standards Act
- Common Assessment Process (CAP) and Labour Market Information (LMI) training is an asset
- Knowledge of the current labour market trends
- Knowledge of the recruitment process, resume and cover letter writing best practices, and interview strategies
- Ability to solve problems and think quickly on your feet
- Good time management skills and the ability to adapt to changing priorities
- Excellent written and verbal communication skills
- Ability to work in a team environment as well as independently
- Ability to complete tasks with frequent interruptions
- Cross-cultural competency with an ability to interact and work effectively with people from different cultures and backgrounds
- Second language is an asset

OUR ASK?

Counselling and Assessments:

- Maintain confidentiality with client and internal information
- Remain knowledgeable of programs and services offered by external organizations that may be of interest to clients and potential clients
- Relay complex information through various means to clients with varying communication skills and language levels
- Complete Ministry-mandated and internal client needs assessments accurately and within required timelines, ensuring information is entered and maintained across multiple databases and case management systems
- Provide clients with group or virtual employment counselling and create a plan for clients to follow in search for employment.
- Assist clients with career exploration/job market research and in developing an Employment Action Plan
- Manage client expectations by providing clear details about the process of the service

Client Retention and Follow Up:

- Responsible for actively conducting file reviews and case managing the client's file to ensure there is movement and progression to the employment goal (follow up is required)
- 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
- Complete all relevant data entry, program registration, updating of client information, maintenance of paper file and related activities required for monitoring, audit, and reporting purposes
- Complete Ministry-mandated Employment Service Questionnaire (ESQ) client reviews with required timelines, accurately recording client responses and requesting, collecting, and documenting supporting evidence, such as confirmation of employment and pay stubs, in accordance with Ministry requirements and privacy standards.
- Research and identify potential employers and employment opportunities based on feedback from Recruitment Advisors regarding clients' skills, experience, career goals, and current job-search needs.
- Respond to phone calls and emails from clients, colleagues, educational institutions, external service providers, etc.
- 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 \$24-\$28 per hour
- 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 tailored resume and one page cover letter** detailing how your skills match our requirements

to: careers@willememployment.ca by **August 14, 2026, at noon.**

Please reference **Hiring Committee/ Employment and Recruitment Advisor** in the 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.