



Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

Employment Opportunity

N.E.E.D.S. Inc. is pleased to invite applications for the following position:

Position Title: Employer Liaison/Marketer

Service: Employment Service

Position Type: Full-time, 35 hours/week

Hours of Work: Weekdays, evenings and weekends (schedule changes based on needs of services and clients)

Salary: Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for the Employer Liaison/Marketer position in our Employment Service. The Employer Liaison will:

- Develop and maintain employer contacts
- Initiate employer-client marketing
- Assist in obtaining and monitoring internship and employment placements for our immigrant and refugee newcomer youth (ages 16-29)
- Liaising between employment agency, clients and training facility, placing, and monitoring immigrant and refugee newcomer youth during on-site work experience
- Providing a bridge for youth to better access to the Canadian Labour Market and help reduce barriers that may have prevented them from gaining meaningful employment.

Main Job Responsibilities Include:

Service Delivery:

- Create new and maintain existing relationships with employers
- Match client skillsets with workplace demands and marketing clients with employers who provide safe and appropriate mentorship and employment opportunities
- Ensures partnering employers are able to provide safe and appropriate placement opportunities (ie. Mentorship staffing, non-discriminatory etc. for the best chances for success)
- Conduct workplace monitoring with clients and employers to ensure successful work experience outcomes
- Gather feedback from clients and employers for performance assessments
- Participate in the client recruitment process, including delivering school presentations, employability assessments, teacher reference checks, and placing students in appropriate programming
- Provide on-site skill development and support to clients in need
- Work directly with newcomer children, youth and their families. Developing supportive and productive relationships
- Work effectively with NEEDS staff to better support clients
- Refer clients for psychosocial support as needed
- Refer clients to community resources and partners as needed

Administration:

- Monitor and report on activities. Accurately building and maintaining client files
- Submit reports and documents in a timely manner. Documentation may include but is not limited to registration documents, attendance, participant notes
- Participate in meetings and trainings
- Organize workflow to accomplish established objectives. Ensuring tasks and progress are properly tracked and reported
- Complete other duties as assigned

Requirements:

- Post-secondary education in a related field (e.g. Social Sciences, Business, Marketing) or an acceptable equivalent combination of education and experience
- Experience in connecting with Manitoba businesses and organizations and knowledge of labour market demands
- Experience in job placement and monitoring activities
- Well-developed interpersonal and relationship building skills; ability to establish rapport with employers and clients
- Minimum 1 year experience in marketing and sales
- Able to multi-task, problem solve, make decisions under pressure and think critically
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Proficient in Microsoft Office and other relevant technology skills
- Self-motivated and able to work independently and as part of a team
- Excellent communication (oral and written) and organizational skills (additional languages an asset)
- Able to provide current criminal record check and child abuse check at start of employment

Assets:

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact of poverty on children, youth and families
- Familiar with newcomer youth EAL learning, cultural, academic and social issues
- Access to a vehicle
- Additional languages other than English
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCI)

Please submit a resume and cover letter explaining your interest, qualifications and related experience, including language ability

Attention: Human Resources
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.
251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: hrneeds@needsinc.ca

(Please combine the resume and cover letter into one document)

Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.

Only candidates selected for an interview will be contacted.