

**Organization Profile:** The Career Foundation offers a wide range of career and job related programs. Since its inception in 1988, The Career Foundation has steadily expanded its services. Operating out of seven locations, we now help thousands of people each year successfully accomplish their employment goals. The Career Foundation receives funding from *Employment Ontario*, Service Canada, and private sector companies. For more information please visit our website at [www.CareerFoundation.com](http://www.CareerFoundation.com).

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### **Employer Services Consultant (Job Developer)**

**Position Type:** Full-time contract

**Experience:** 3+ years

**Number of Positions:** 1

**Location:** GTA

**Start date:** Immediately – March 31, 2018 (with very good possibility of extension)

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#### ***Responsibilities (include but are not limited to):***

- Develops 2-3 new relationships with employers each week in a variety of industries to ensure successful job development for clients in their areas of choice
- Assists employers with identifying their employment and training needs and conducts site visits to ensure that employers can provide suitable and safe workplace environments
- Negotiates and administers placement agreements and employer incentives (wage subsidy, on-the job training)
- Serves as a resource for employers and advises them on human resources and other employment related issues
- Informs employer about and promotes fee for service/fund raising projects at The Career Foundation
- Organizes one employer event per month
- Maintains ongoing relationships with employers and engages them in the development of clients and The Career Foundation
- Places a minimum of 3-4 participants into fulltime employment through advertised and non-advertised job leads on a weekly basis
- Coaches and motivates participants during the job search and after placement to ensure job retention by identifying areas that require additional support and/or learning
- Ensures the quality of the placements by appropriately matching the candidates' skills with the job requirements
- Demonstrates a good understanding of the positions that participants are applying for and clarify questions participants may have
- Plans and participates in community events concerning employment, education and career development
- Coordinates and conducts marketing and outreach activities to employers, associations and sectors
- Initiates and maintains accurate documentation of contacted employers, job leads and any other job development activity for information retrieval
- Maintains an Employer Database with accurate notes regarding client interviews, current recruitment status and job development activities
- Develops a resource pool of mentors/coaches

- Links participants with appropriate mentors/coaches to provide support during and after job placement
- Helps promote fee for service to employers and meets monthly targets

Other Duties as Needed:

- Plans and executes an effective outreach plan targeting appropriate clientele
- Develops ideas for outreach and with manager's approval, implements those ideas and maintains such strategies
- Participates in community events, job fairs and such activities to inform jobseekers about Career Foundation; recruits them and ensures that required number of participants start services
- Visits and builds relationships with Community Partners (Libraries, Community Centers, Toronto Community Housing, etc.) in the area for referrals of participants
- Conducts workshops to instruct Participants on effective Job Search strategies (cold calling, job posting analysis, salary negotiation etc.)
- Participates in regular fundraising activities for The Career Foundation
- Ensures that clients understand the material and are able to apply information to their job search

**Qualifications/ Skills Required:**

- Must have a College Diploma or University Degree in Career and Work Counselling, Human Resources, Marketing, or Business Development
- A minimum of 2 years direct service experience in the areas of job development and job coaching, or marketing or business development
- Vocational counselling/ placement experience with multi-barriered individuals will be considered a strong asset
- Knowledge of local labour market, job search strategies and techniques
- Understanding of, and ability to effectively apply the principles of the sales process to generate job leads and secure positions for clients
- Excellent communication and interpersonal skills with a proven record of demonstrating tact and diplomacy when facing challenging situations
- Flexible to work evenings and weekends if required
- Valid Ontario driver's license and access to a reliable vehicle is essential for local travel

Candidates must submit a cover letter and resume, addressed to The Hiring Committee, to [jobs@careerfoundation.org](mailto:jobs@careerfoundation.org). No phone calls please. Thank you for your interest in The Career Foundation.