

JOB POSTING
2016-28-05

Job Developer

Job Connections for Immigrants Project (JCI Project)

April 11, 2016 – October 7, 2016

30 hours per week – 26 week contract

To market and create practicum placements and job opportunities for project participants

Duties & Responsibilities:

- Network with community employers for participant practicum opportunities
- Network with community employers for participant job opportunities
- Will provide participants with goal action plans
- Maintain current knowledge of labour market trends
- To set up Advisory Committee, participate and schedule meetings
- Will monitor and support to participants during practicum placements
- Provide support to participants in job search with job leads
- Participant progress documentation in files for accurate reporting of each participant
- Provide statistical information for measuring project outcomes
- Report information for monthly reports to Project Supervisor
- Will provide monthly reports on engaged employers for practicum placement and possible job opportunities
- Assist in deemed duties necessary by project supervisor
- Work with project team to bring optimum results for clients
- Will report to Project Supervisor
- Will attend staff meetings

Qualifications and other pre requisites:

- Post-secondary education in Marketing/Business or an equivalent combination of education and experience
- Minimum 5 years' experience and skills in networking and marketing
- Minimum 5 years employment related experience
- Minimum 5 years' experience working with diverse multi barrier ELL persons
- Must be able to communicate with multi barrier ELL persons
- Strong cross cultural experience, sensitivity and skills
- Knowledge of settlement language issues
- Second language a definite asset
- Strong excellent interpersonal and communication skills
- Strong organizational and time management skills
- Strong computer, Internet and Email experience
- Demonstrated ability to work as a team member and independently with minimal supervision;

- Professional integrity, adaptability and flexibility;

Closing Date: April 14, 2016 by 4:00 pm

TO APPLY

Qualified applicants please e-mail a cover letter and resume with reference to:

E-Mail: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services

2420 Montrose Avenue

Abbotsford, B.C. V2S 3S9

Fax: 604-859-6334

*Only selected applicants will be contacted. No phone calls please.

Abbotsford Community Services is an equal opportunity employer.

This is an exciting opportunity to work with one of Abbotsford's leading edge community service organizations. <http://www.abbotsfordcommunityservices.com>