

NOTICE OF JOB VACANCY (September 28, 2016 – October 5, 2016)**Job Competition #:** 2016-ES-03**Position:** **Employer Relations Specialist – Vancouver**
Employer Solutions Program
Casual, part-time position at 21 hours per week starting immediately through to March 31, 2017**Summary:**

Reporting to the Manager – Employer Solutions, markets job placement services to generate job leads and placements for unemployed clients that are consistent with ISSofBC policies and funder's guidelines. Develops and maintains a network of resources and employers to ensure availability of job leads for clients. Maintains a database of contacts. Provides job information and resources. Pre-screens clients and employers and conducts quality job matches and job referrals. Provides placement-related coaching and support. Conducts follow-up activities with clients and employers. Performs administrative functions to support marketing activities, such as preparing correspondence, reports and records.

Qualifications: Post-secondary degree in Communications, Business Management OR equivalent combination of education, training and experience acceptable to the employer. Job Developer's certificate an asset.
Arabic language is an asset.

Core Competencies:

Ability to communicate effectively in both written and oral English at all levels of the organization.
Demonstrated ability to liaise and develop relationships with employers.
Knowledge of local labour market trends and issues, especially those related to immigrants and/or multi-barriered clients.
Good knowledge of the job search process.
Demonstrated cross-cultural counselling abilities.
Demonstrated ability to deal effectively and courteously with clientele, staff and the public who come from diverse cultural and linguistic backgrounds.
Demonstrated ability to work effectively with multi-barriered clients.
Demonstrated ability to facilitate workshops and small groups.
Proficiency in MS Office applications, software and databases.
Ability to obtain and maintain a clear BC Criminal Record Check.
Ability to operate related equipment.
Physical ability to carry out the duties of the position.
Ability to travel frequently throughout the Lower Mainland for marketing and monitoring purposes.

Email applications must include "2016-ES-03" in the subject line and can be sent to:
jobs@issbc.org

Closing Date: By 4 pm on Wednesday, October 5, 2016**Salary Range:** \$20.65 - \$ 22.57 per hour

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.