

NOTICE OF JOB VACANCY (Posted: November 1, 2016 – November 8, 2016)**Job Competition #:** 2016-ESS-05**Position:** Labour Market SpecialistSkills & Supports for Job Success – Vancouver and Coquitlam Locations
Part-time position at 17.5 hours per week starting immediately**Summary:**

Under the supervision of the Manager and consistent with ISSofBC policies and funder's guidelines, conducts labour market information (LMI) research related to the needs of the program and its participants. Develops and maintains a system for collecting and distributing LMI in a timely manner. Performs administrative functions to support research and information dissemination activities such as preparing correspondence, surveys, reports and records.

Qualifications:

Certificate or diploma in social sciences, career development or commerce supplemented by a minimum of 1 – 2 years of recent related experience in employment counselling; research; analyzing Labour Market Information; OR an equivalent combination of education, training and experience acceptable to the employer.

Core Competencies:

Ability to communicate effectively in both written and oral English.

Demonstrated ability to deal effectively and courteously with clientele, staff and the public who may come from differing cultural and linguistic backgrounds.

Demonstrated knowledge of the local and regional labour market across a range of industry sectors.

Proven ability to work independently and in a team environment as well as meet assigned goals with minimal supervision.

Service-oriented with a demonstrated willingness to help the department and the organization achieve desired objectives and targets.

Proficiency in all aspects of Microsoft Office.

Possession of and the ability to maintain a clear provincial criminal record check.

Physical ability to carry out the duties of the position.

Email applications must include “2016-ESS-05” in the subject line and can be sent to:jobs@issbc.org**Closing Date:** By 4 pm, Tuesday, November 8, 2016**Salary Range:** \$17.88 - \$19.54 per hour

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

ISSofBC offers eligible staff outstanding medical and employer-matched RRSP benefits.