



## Job Posting

Date Posted: July 12, 2017  
Job Posting Number: 1763  
Job Title: Employment Specialist – Self Employment  
Department: Skills Training Centre & Employment Programs  
Classification: Regular Part time (7 hours per month)  
Salary Range: Grid Level 14 (\$22.93 to \$26.69 per hour)  
Reports to: Managers, Skills Training & Employment  
Start Date: ASAP

DIVERSEcity's Employment Team provides support to newcomers, immigrants & refugees, throughout their journey of economic integration. Employment Specialist possess skills and expertise in at least three of the following areas: assessment, information and resource management, facilitated individual and group learning, job development, analysis labour market trends, career transition, and self-employment etc.

We are seeking applications for an Employment Specialist to provide self-employment support services to newcomers to Canada (**7 hours per month**). Your role is to assist aspiring immigrant entrepreneurs from market research, to business plan development & navigating the provincial business registration system.

The ideal candidate possesses a degree in Social Science or Business Administration or Finance/ Accounting, along with experience in business development or business planning. Knowledge and familiarity of immigrant & refugee communities with 2+ years of experience working in a multicultural environment is an asset. The successful candidate will have exceptional verbal and written communication skills and proven experience in marketing social services in a non-profit setting.

If you are interested in this position, please send a cover letter and resume by **4pm, Tuesday July 19th, 2017**.

Vandna Joshi  
Assistant Manager, Employment Services  
DIVERSEcity Community Resources Society  
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Or via e-mail to: [vjoshi@dcrs.ca](mailto:vjoshi@dcrs.ca)

***No phone calls please.***  
***Please note that only shortlisted candidates will be contacted.***  
***A Criminal Record Check is a requirement of Employment.***