



Internal/External EMPLOYMENT RELATIONS SPECIALIST



POSITION: Employment Relations Specialist (Job Developer) (Richmond)

DEPARTMENT: Employment and Language Services

POSITION FUNCTION:

Under the direction of the Manager of Case Management and Customized Employment, the Employment Relations Specialist will initiate and build relationships with employers.

The position will support clients in job search activities to secure work experiences, volunteer positions and paid employment opportunities, as well as providing follow up support to clients at the workplace. Duties also include job creation partnerships by marketing services to employers and clients by participating in employment events, facilitating presentations, and identifying trends and opportunities in labour market.

QUALIFICATIONS:

- Career Development Practitioner certification or combination of training with 2 years of experience in marketing clients for employment, engaging employers, and arranging and monitoring work placement
- Experience with EPBC WorkBC job development with knowledge of Customized Employment desired
- Organized, motivated, and outcomes and goal oriented
- Fluency in another language is considered an asset
- Current and satisfactory Criminal Record Check (mandatory)

HOURS: 35 hours per week (Full-time)

STARTING PAY: \$38,584.00 – 43,425.00 per annum (based on experience)



RESUMES TO:

Hiring Team - MOSAIC Employment Programs
5575 Boundary Road
Vancouver, B.C. V5R 2P9
Email: employmentprograms@mosaicbc.org

Please reference “**Your Name – Employment Relations Specialist**” in the subject line of your application and submit via email (one document in PDF format preferred) or fax. No telephone calls please.

DEADLINE:

April 6, 2018 by 5:00 PM (hiring may take place before deadline if a suitable candidate is identified)

NOTE: Only those selected for an interview will be contacted.

Posting Date: March 28, 2018

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