



## INTERNAL/EXTERNAL EMPLOYMENT PROGRAMS JOB POSTING

MOSAIC is seeking a highly enthusiastic and dynamic **Employment Services Advisor** who thrives on providing exceptional client services to high school aged youth.

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**DEPARTMENT:** MOSAIC Employment Programs

**CORE FUNCTION:** Under the general supervision of the Manager, the **Employment Services Advisor** provides a wide range of services including individualized support, facilitation, and job recruitment. Duties are performed in partnership with the Burnaby School District.

**QUALIFICATIONS:**

- Good working knowledge of program activities, local labour market conditions, standard office equipment, and word processing, spreadsheet, and database software
- Good cross-cultural communication skills, ability to develop employment-related curricula, ability to use program-specific systems
- Experience working with and supporting youth job seekers
- Some experience (1-2 years) in providing assessment, instruction to adult ESL learners, employment counselling and referral services
- Highly organized and motivated. Possesses patience, tact, and flexibility
- Experience at successfully dealing with employment-related issues(e.g. assessment, counselling and referral)
- Position requires travel to Burnaby High Schools, only candidates willing to travel will be considered for the position
- High school graduation with appropriate combination of course work and experience in adult education, counselling or ESL studies
- University degree, college diploma, or training certificate in adult education, counselling or ESL studies an asset
- Career Development Practitioner certification an asset
- Fluency in another language is considered an asset
- **Criminal Record Check required**

**POSITION TYPE:** This part-time (14 hrs/week), temporary (ending March 31, 2016) position. Possibility of extension.

**SALARY:** \$21.20 / Hour (Level 1)

**RESUMES TO:** Hiring Team - MOSAIC Employment Programs  
1522 Commercial Drive  
Vancouver, B.C. V5L 3Y2  
Fax: 604-254-3932 Email: [employmentprograms@mosaicbc.com](mailto:employmentprograms@mosaicbc.com)

Please reference **Your Name - "Employment Services Advisor (Part-time)"** in the subject line of your application and submit via email (Word/PDF format) or fax. No telephone calls please. Only applicants selected for an interview will be contacted.

**DEADLINE:** October 16, 2015

Posting: Employment Services Advisor (Part-time)  
Posting Date: October 2, 2015