



INTERNAL/EXTERNAL JOB POSTING

- POSITION:** **Recruitment Specialist (Richmond ESC)**
- DEPARTMENT:** **MOSAIC Employment Programs**
- POSITION FUNCTION:** The **Recruitment Specialist** works with employers and clients to identify appropriate employment opportunities, and is responsible for activities that prepare clients for these opportunities and for clients securing employment.
- QUALIFICATIONS:**
- Good working knowledge of program activities, standard office equipment, software applications (word processing, spreadsheets, and databases), and employer relations
 - High School completion and appropriate combination of courses in social services, education, or business management
 - Degree, certificate or diploma in Social Services, Marketing, Education or Business Management, etc. an asset
 - Good management and communication skills, knowledge of program operations, and contractual targets; highly organized, motivated, sales oriented, and flexible with the ability to meet set performance targets
 - Experience in marketing clients for employment, engaging employers, and arranging and monitoring work experiences
 - Experience working with specialized populations such as immigrants, persons with a disability, etc.
 - Experience working in employment programs, with wage subsidy and other paid and unpaid work placements
 - Language requirements: English and Mandarin/Cantonese
 - Career Development Practitioner certification an asset
- HOURS:** 35 hrs per week
- STARTING PAY (level 1):** \$21.20/Hour (Level 1) or based on experience
- RESUMES TO:** Hiring Team - MOSAIC Employment Programs
1522 Commercial Drive, Vancouver, B.C. V5L 3Y2
Fax:604-254-3932 Email: employmentprograms@mosaicbc.com
- Please reference "**Your Name - Recruitment Specialist**" in the subject line of your application and submit via email (Word / PDF format) or fax. No telephone calls please. Only those selected for an interview will be contacted.
- DEADLINE:** November 2, 2015