**Employer Liaison**

**Closing date:** December 17, 2021  
**URL:** [https://successbc.ca/jobs/12240-employer-liaison/](https://successbc.ca/jobs/12240-employer-liaison/)

<table>
<thead>
<tr>
<th>Job Type</th>
<th>Permanent Full-Time</th>
<th>Code</th>
<th>12240</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$26.60 - $28.22</td>
<td>Hours</td>
<td>35 hours per week</td>
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<tr>
<td>Job Number</td>
<td>12240</td>
<td>Location</td>
<td>Vancouver</td>
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<tr>
<td>Reports To</td>
<td>Partnership and Communications Manager</td>
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</tbody>
</table>

**Division:** Pre-Arrival Settlement Services  
**Program:** Active Engagement & Integration Project (AEIP)  
**Number of Positions:** 1

**About the Position:**

This Employer Liaison is responsible for liaising with potential Canadian employers/organizations for job development and job matching, creating a positive network and collaboration between AEIP and employers, industries and sector councils. The Employer Liaison also supports the planning and organization of job fairs.

**Reports to:** Partnership and Communications Manager

**Key Duties & Responsibilities:**

- Works collaboratively with the employment counselors and settlement practitioners in understanding the needs and occupational goals of pre-arrival clients
- Develops a network of national employers/organizations/industries contacts in support of job development activities
- Liaise with employers to generate job leads
- Organizes events such as virtual job fairs and career talks
- Identifies appropriate job leads and develops a job board to assist pre-arrival clients in accessing the hidden job market
S.U.C.C.E.S.S.

- Matches participants to potential employers by creating a network of opportunities and finding suitable job leads for specific skilled immigrants at pre-arrival stage
- Compiles and maintains current labour market information and related resources
- Researches labour market information, such as qualifications requirements for sector specific jobs and employer expectations
- Supports the delivery of client service, including delivery of employment related webinars, and editing resumes, cover letters and other correspondence
- Maintains client records, assists in preparation of reports, and compile program statistics
- Documents client needs, action items, attendance records, progress notes and outcomes to secured client database and iCare for referral, report and evaluation
- Networks with Canadian employers, organizations, sector councils for job development, job matching, event planning, and other related activities
- Participates in partners/staff/committee meetings
- Attends events such as tradeshows, conferences, and other networking events
- Conducts program promotion to employers, community services, media sources and internally to other Divisions
- Develops marketing materials such as brochures and posters
- Maintains social media and produces employment-related content

Qualifications & Experience:

- Bachelor Degree in a related discipline
- At least one year of experience in both employment counselling and group facilitation
- Career Development Practitioner Certificate or equivalent preferred
- Strong marketing and promotion experience is an asset
- Experience in job development, recruitment and placement
- Excellent knowledge of current Canadian labour market conditions and methods to maintain current understanding of local influences and regional trends
- Experience working with immigrants of diverse backgrounds

Job Skills & Abilities:

- Excellent computer skills in MS Office and interactive internet usage
- Excellent written and verbal communication skills
- Excellent interpersonal and active listening skills
- Able to deal diplomatically with employers and external partners
- Able to organize and work with diverse groups
S.U.C.C.E.S.S.

Other Requirements:

- Able to work in early mornings, evenings and/or weekends as required
- Occasional travel may be required
- Clear criminal record check

S.U.C.C.E.S.S. embraces diversity and encourages all qualified applicants to apply. Interested candidates please apply by emailing your application including the following e-mail subject line “Employer Liaison” by 5:00pm December 17, 2021 and submitting resumes to: irene.liu@success.bc.ca

While we appreciate all applications, only those selected for an interview will be contacted.