Employer Relations Specialist

At ISSofBC we believe in:

❖ **Passion** Helping immigrants start and build a future in Canada
❖ **Diversity** Acceptance of the individual’s unique needs and aspiration
❖ **Teamwork** When you succeed, we succeed

About SmartMove

Experience SmartMove where we take the traditional approach to employment counselling to a different level. You will be testing innovative methods using AI technology in helping newcomers gain employment with small business.

The overriding premise of SmartMove is to bring together the small businesses in BC and the vast newcomers’ community and create new hiring opportunities.

As part of the SmartMove team, you will be implementing new employment tools with a focus on Artificial Intelligence (AI). The ideal candidate has an analytical and agile mind, great communication skills, experience at the operational and tactical level and the ability to see the big picture. The ideal candidate will be a natural connector that loves creating bridges between employers and newcomer job seekers.

How You’ll Make a Difference

Connections Development:
• Establish new employer contact in the small business community and strengthen the existing network of resources and employers to ensure availability of job leads for clients through outreach activities
• Conduct and deliver presentations to employer groups in support of client marketing activities, best practices, barriers to recruiting, hiring, and retaining immigrant talent with a focus on inclusion and diversity

Client Service:
• Arrange placement of participants in job shadowing or work experience opportunities that improve their chances for securing jobs commensurate with their identified skills and experience
• Facilitate group workshops (in-person or online) on job search related topics, mock interviews
• Assist in the development of targeted resumes, cover letters, and e-portfolios
• Work with Program Manager, as appropriate, to identify and pre-screen suitable candidates for job postings, and conducts the necessary screening interviews and appropriate tests to facilitate quality job matches and referrals
• Introduce clients to Virtro AI Interview Simulation for interview skills practice
• Conduct follow up visits, and placement monitoring and evaluation activities
Administrative Functions:
- Update client’s information and employment activities in the client database system
- Update employer information and job postings in the database
- Maintain necessary records and prepares accurate and timely narrative/statistical data for program reporting purposes
- Participate in creating marketing strategies and activities with the marketing team such as planning and participating in outreach and recruitment activities, e.g., hiring events and career information workshops

What You Bring
- A Post-secondary degree in Human Resources, Business Management, Sociology OR equivalent combination of education, training, and experience acceptable to the employer
- Career Development Practitioner Certificate and Job Developer Certificate are assets

What Makes You a Change Maker
- A natural connector who can work with diverse individuals, groups, and organizations
- A passion for client success and workforce relevance and previous experience supporting and coaching clients
- Creativity innovation, and the willingness to be bold and share ideas to support client’s success
- Excitement for helping newcomers achieve their goals in landing their first job that fits with their skills and education
- New and exciting ways to develop employment and skills training curricula
- Bold curiosity and a willingness to learn new technology with previous experience with Microsoft Office, Zoom and Microsoft Teams preferred
- Understanding of immigrant employment barriers
- Ability to obtain and maintain a clear BC Criminal Record Check

ISSofBC Value Proposition
- Competitive salary ($24.02 - $30.48 per hour) reflective on what you bring
- Extended health and dental benefits
- 105 hours of vacation and 35 hours of personal hours
- 100% employer matched RRSP contributions
- Hybrid work opportunity
- Collaborative peers with a wide range of backgrounds and talents
- Inclusive culture
- Innovative workplace with opportunity for new approaches

If you are passionate about making a difference, apply now!

Start Date: ASAP
Location: Vancouver
Position: Regular full-time at 35 hours per week
Closing Date: 4 pm, December 10, 2021, or open until position is filled

Email applications must include “2021-SmartMove-01A” in the subject line and can be sent to: jobs@issbc.org

Applicants must be eligible to work in Canada. We thank all applicants; however, only those shortlisted will be contacted for an interview.