Employment Opportunity: Career Advisor – Afghan Women’s Employment Program (AWE)

Help us make a difference
Established in 1897, YWCA’s vision is to achieve women’s equality and its mission is to touch lives and build better futures for women and their families through advocacy and integrated services that foster economic independence, wellness and equal opportunities. YWCA serves over 48,000 clients annually, with 66 programs and services in 75 locations.

We are proud to be an equal opportunity employer, and value our diverse workplace. Women, Indigenous and racialized peoples, LGBTQ2S+ individuals, and people with disabilities are strongly encouraged to apply.

YWCA Metro Vancouver’s Afghan Women’s Employment, is a new pilot project tailored to support Afghan Refugee Self Identified Women in building their careers in BC. This pilot project is an employment and skills-building program for self-identified women. The Career Advisor role works directly with clients in one-on-one and group-based environments, providing guidance and skills-building support in-person and virtual. The role also connects with employers and organizations across industries to engage them in the program as mentors, guest speakers and connection-building with program clients and identify job opportunities for clients as required.

Status: Grant Full-Time (35 hours/week) until December 2022 (possibility of extension)

Location: Tri-Cities and Virtual/online delivery

Responsibilities include
- Working with Afghan Refugee Self Identified Women to explore ways to help increase clients’ likelihood of finding work by connecting clients with business and employer community, WorkBC Employment Services, hiring fairs and employment-related events
- Researching, developing and delivering curriculum and workshop materials
- Conducting information sessions at WorkBC Employment Service Centres and other community programs throughout Metro Vancouver to market the program and recruit clients
- Collaborating with internal YWCA departments: Marketing, Fund Development, Employment, to coordinate initiatives for program promotion and outreach
- Planning and coordinating networking events and guest speaker presentations that relate to clients’ career development, job search, personal and professional leadership
- Assessing client needs and developing individualized action plan to meet goals
- Monitoring project outcomes and trends; creating monthly reporting on metrics; conducting participant follow-up and surveys
- Marketing to employers to promote specific candidate skill sets, marketing the right skills to the right job leads
- Acting as a champion of the program, promoting Afghan Women’s Employment throughout the community and offsite workshops/presentations
- Maintaining a rapport with clients pre/post program to ensure candidates receive appropriate support and connect clients to employment programming and community resources
**Representing the YWCA Metro Vancouver and/or WorkBC to community partners and other organizations as requested**

**Strategizing with leadership to continually improve processes and increase employment statistics**

**Adhere to onsite Health and Safety Procedures**

### Ideal Qualifications and Skills:

- Excellent verbal/written communication and interpersonal skills and working knowledge of another language (Dari and Pashtu preferred)
- Strong knowledge of employment programs and services, online delivery and adult learning methodologies, and local labour market conditions
- Knowledge of issues and barriers faced by refugee self-identified women, and the ability to provide solutions to meet these barriers through cross-cultural communication and services methods
- Knowledge working with people of diverse backgrounds and awareness of specific ethnocultural minority communities and resources available for clients
- Tactful, discreet, diplomatic, patient, self-motivated, flexible and culturally sensitive
- Highly effective relationship builder with a track record of establishing strong working relationships with internal and external stakeholders
- A motivated, flexible and positive individual who is excited and driven to ensure others are successful, both individually and as part of a team
- Access to reliable transportation and ability to travel throughout Metro-Vancouver
- Ability to work occasional evenings and weekends, and work remotely as required
- Related post-secondary degree or diploma, or equivalent combination of education and experience in Social Services, Psychology, Humanities, or Counselling or equivalent knowledge, skills and life experience
- Two years of experience providing assessment, employment counselling, facilitation, job development and providing referral services to professional and non-professional clients
- Excellent computer skills (all Microsoft Applications), video conferencing and office equipment
- CCPD Certification considered an asset
- A valid criminal record check (including working with vulnerable populations) is required
- Successful applicants are required to be fully vaccinated against COVID-19, exemption requests must be supported by valid, legal documents.

Consider joining our committed team of staff and being part of an inclusive and rewarding workplace. Candidates are invited to send a cover letter and resume to:

**Etab Saad, Associate Director**

email: esaad@ywcavan.org

***Please note that this opportunity will continue to be posted until the position is filled.***

We thank all who apply, but only applicants selected for an interview will be contacted. All employment will be decided on the basis of qualifications, merit, and business need. For more information about this and other YWCA Metro Vancouver career opportunities, please visit ywcavan.org.