

JOB POSTING #2026-276-02
INTERNAL/EXTERNAL
Project-Based Labour Market Training Programs (PBLMT)
Job Developer / Work Experience Coach
Wage: \$31.86 per hour
Part Time: 30 hours per week, Monday to Friday
Temporary from October 12, 2026, to June 18, 2027

Deliver Industry-Specific Workforce Development Program(s)
Join the team at Archway
Come Help Us Help People
Abbotsford
On Site and Outreach

Job Summary:

The Job Developer/Work Experience Coach is responsible for the successful delivery of participant recruitment, orientation, essential and employability skills, securing practicum placements, job coaching, and employment placements components of industry-specific workforce development program(s) under PBLMT as part of the Community and Employer Partnerships (CEP) program. The PBLMT is designed to equip participants with the knowledge, skills, and practical experience required to pursue employment in specific priority occupations. The group-based full-time program(s) include health and safety orientation for participants, essential and employability skills, Indigenous competency, occupational skills training, on-the-job work experience with local employers (practicum), and job search support. The incumbent provides both direct service and outreach to prospective participants, as well as connecting with employers to seek practicum and job opportunities for project participants.

This position requires a highly results-oriented professional with established relationships and networks with employers, industry partners, WorkBC Centres, and other community referral sources. The incumbent must demonstrate a proven ability to recruit eligible participants within short project timelines, develop and maintain employer partnerships, and secure quality practicum placements for all participants completing occupational skills training.

Your Role:

Archway's Job Developer/Work Experience Coach with the Project-Based Labour Market Training Program(s) contributes by:

- Developing and maintaining strong working relationships with WorkBC Centres, Indigenous employment service providers, community agencies, employers, industry associations, and other referral partners to ensure a continuous pipeline of eligible participants and work placement opportunities.
- Implementing targeted outreach and recruitment strategies to identify, assess, and enroll eligible participants from priority client groups.

- Recruiting the required number of eligible project participants, conducting intake assessments, and providing onboarding and occupational health and safety orientations.
- Completing an individual training plan for each participant.
- Providing essential, employability skills training, job coaching, and job search support.
- Ensuring suitable practicum placements are secured for participants prior to or upon completion of occupational skills training and that placement opportunities align with training objectives and employment outcomes.
- Collaborating with employers to address placement challenges and maintaining sufficient practicum capacity to meet project requirements.
- Conducting regular evaluations of each participant's progress.
- In partnership with the local employers, providing each participant with on-the-job support during their work practicum placements, and follow-up support and assessment of each participant's performance at the end of the work placement.
- Providing to the Supervisor activity reports summarizing the project activities and achieved deliverables by the prescribed deadline dates.

This position is a great fit for someone who is results-oriented, well organized, able to establish and maintain relationships and networks of employers, industry partners, WorkBC Centres and other community referral sources, and is able to coordinate occupational skills training and practicum placements for eligible participants.

Our Offer

- Wage: \$31.86 per hour
- A part-time position at 30 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.
- Temporary from October 12, 2026, to June 18, 2027.
- Benefits include:
 - Three weeks' pro-rated vacation.
 - Three pro-rated wellness days per year.
 - Pro-rated sick leave days per year.
 - Opportunity to exchange a statutory holiday for a cultural day celebration.
 - A great benefits plan.
 - Employee and Family Assistance Program.
 - Access to online wellness resources including newsletters, physical health videos and wellness events.
 - Free use of Archway's wellness equipment.
 - Great in-house training opportunities.
 - Business insurance and associated mileage costs for program-related driving is covered by Archway.
 - Rewarding work in a positive and supportive environment.
 - Work/Life balance.

Getting an Interview – you will be considered if you have:

- A diploma or degree in a related discipline, or the equivalent combination of education, training, and experience in the employment/career development field.

- Experience as a Job Developer or Career Development Practitioner.
- Demonstrated experience recruiting participants for employment, workforce development, training, or community-based programs and consistently achieving enrollment targets.
- Demonstrated experience developing employer partnerships and securing work experience, practicum, internship, or employment opportunities for program participants.
- Experience in having an established network of contacts within the Fraser Valley workforce development ecosystem, including employers, industry stakeholders, WorkBC Centres, employment service providers, and community organizations.
- Experience working with government-funded employment and skills training programs is strongly preferred.
- A valid BC Class 5 Driver's License.

The Job Also Requires you to have:

- Strong verbal, written, and active listening communication skills; able to communicate clearly and respectfully with people from diverse backgrounds, cultures, and varying levels of English.
- Exceptional interpersonal and networking skills.
- Strong organizational and time management skills; ability to balance and manage competing projects and priorities.
- Strong skills with Microsoft Office 365, including Word, Excel, Outlook.
- Ability to keep up to date on industry-specific labour market information and employment trends.
- Knowledge of best practices in employment skills including resume and cover letter writing, networking, and interviewing.
- Strong problem-solving and critical thinking skills.
- Skills in facilitating and communicating information to a variety of learners in a clear, concise, and effective way.
- Ability to work in a high-paced environment with demanding deadlines.
- Ability to interact with people in challenging situations.
- Ability to deal with crisis and conflict situations requiring de-escalation techniques.
- Ability to manage frequent interruptions requiring the ability to efficiently switch tasks.
- The use of a personal vehicle is required for program-related driving.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is October 04, 2026.

TO APPLY

Interested applicants are to reference **Posting #2026-276-02 in the subject line.**

Please submit your resume and cover letter in **PDF** to: [Avanti](#)

Reference Subject: Job Posting #2026-276-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.

We're proud to share that Archway was recently recognized for having a 5-Star Safety Culture!

Every year, Canadian Occupational Safety (COS) recognizes organizations across Canada that exemplify excellence in fostering robust workplace safety cultures. Winners demonstrate a commitment to proactive risk management, comprehensive training, and employee engagement.

This award reflects our ongoing commitment to creating a workplace environment where employees feel safe, seen, and supported.

If you're interested in working for an organization where safety is a priority, come work with us at Archway.