

Immigrant Centre Manitoba Inc.

Employment Opportunity

Position title: Employer Liaison

Terms of Employment: Maternity leave term, starting on September 16, 2021

Hours of work: Monday to Friday from 8:30 am to 4:30 pm

Salary: As per CUPE collective agreement

About

The Immigrant Centre is a non-profit organization that provides quality and innovative immigration and settlement services to newcomers to Manitoba. The Refugee Employment Pilot Project, is situated within the Employment Services Department and provides employment support to refugee newcomers with low levels of English looking for employment in Manitoba.

POSITION SUMMARY

Under the general direction of the Manager of Employment Services, the Employment Liaison is responsible for connecting with employers that have job openings that match clients' skills and interests and help assess any present employment training gaps in both individuals and employers. The Employment Liaison is also responsible for both providing follow-up support to employers to retain clients' employment and participating as a proactive member of the Refugee Employment Pilot Project and the Employment Team.

RESPONSIBILITIES

#1 Connecting employers with clients for employment- 60%

1. In consultation with the Manager of Employment Services, the Employer Liaison will establish and maintain the strategy to introduce and promote the Refugee Employment Pilot Project and the Immigrant Centre among individual employers and the community at large
2. Gathers and maintains data on companies' Labour composition, in-house training programs, high demand/production periods, job openings and opportunities for advancement
3. Identifies and recruits employers who are willing to interview and provide employment opportunities to clients who speak low levels of English
4. Connects employers with clients who have matching skills and interests to available jobs for interviews
5. Provides individualized coaching support and monitoring for employers to retain hired clients
6. Stays current with industry standards, employment and education trends and requirements
7. Coordinates translation of employment training manuals and interpretation for training and orientation of clients whom the employers have hired

#2 Monitoring, documenting and maintaining accurate data – 20%

1. Inputs and maintains employer and client progress on SPRS, ICARE, Immigrant Centre database and employment files in printed and electronic form
2. Generates and submits monthly activity reports to the Manager

#3 Participating as a proactive member of the Employment Team – 20%

1. Represents the Immigrant Centre through the development and delivery of employment presentations to community organizations
2. Participates in employment related events
3. Ensures effective communication between Refugee Employment Pilot Project Team, Employment Team and Immigrant Centre
4. Participates actively in professional development and training opportunities
5. Assists and supports other Employment Facilitators when needed, or as directed by the Manager
6. Other duties as assigned

QUALIFICATION REQUIREMENTS

- Related college diploma or degree in social sciences or an equivalent combination of experience and education may be considered
- Demonstrated expertise in public relations and marketing with strong organizational and follow through capacity
- Demonstrated knowledge and experience working with newcomers, with the ability to relate and empathize with the needs of immigrants from diverse ethno-cultural backgrounds
- Self-directed, multi-task-oriented professional, driven by the desire to achieve positive results
- Proven expertise in establishing and maintaining effective linkages with the private and public sectors
- Experience working with newcomers in an employment setting
- Excellent oral, written, and verbal English communication skills as well as exceptional interpersonal and negotiation skills
- Demonstrated ability to prioritize caseloads, multi-task, and meet deadlines on time
- Demonstrated ability to work independently and take initiative, with ability to work well in a team environment under minimal supervision
- Working knowledge of Microsoft Office including Word, Excel, and Power Point; e-mail and internet browsing
- Valid Manitoba Class 5F Driver's License with access to reliable vehicle as some travel is required
- Must have a clean criminal record check
- Ability to speak Arabic, Tigrinya or Amharic would be considered an asset

BENEFITS

- Health benefits through Great West-Life (after 6 months of employment)
- Pension Plan
- Generous holiday benefits
- Professional development allowance
- Mileage reimbursement for work-related travel

As an organization providing services to newcomers, we embrace diversity in our workplace. Women, visible minorities and individuals with disabilities are encouraged to apply.


TO APPLY

Please send your cover letter and resume to Amie Membreno, Manager of Employment Services at amembreno@icmanitoba.com

CLOSING DATE

[REDACTED] until filled.

No phone calls please. We thank all applicants, however only those selected for an interview will be contacted.

Union Steward: 

Chief Executive Officer: 