



Employer Relations Specialist (Part-Time)
SmartMove – Terminal Office
Job ID #: 2023-SmartMove-01

At ISSofBC we believe in:

- ❖ Working with **purpose**
- ❖ We aspire to **improve**
- ❖ We cultivate **belonging**
- ❖ We are **genuine**

Why choose us!

Join ISSofBC, one of the largest and first newcomer and refugee agencies in Canada. As well as being a values-driven organization, we pride ourselves on diversity, inclusion, innovation, and transparency. You can make lifelong friends and connections when you join our family. What's more, we also have multiple locations and offer flexible working and shorter working weeks than most organizations.

About Global Talent Loans

ISS of BC is partnered with Small Business BC (SBBC) to test four computer-based methods to help overcome these barriers and improve newcomer employment with small businesses with Lower Mainland in BC.

For employers:

- Training for integration of newcomers in the workplace (through e-courses & webinars)
- Virtual access to a Diversity/Inclusion specialist for support

AI Interventions for Newcomer job seekers:

- SkyHive AI Competency Matching to match clients' skills to job openings
- Vitro AI Interviews Simulation for practising interview skills

All four Interventions are expected to improve the employment outcomes for newcomers and result in better retention and satisfaction by small businesses over traditional settlement employment services.

As an **Employer Relations Specialist**, you will report to the Manager and Assistant Manager and you will focus on serving skilled professional clients who require assistance in finding meaningful work. In addition to marketing job placement services to generate job leads and placements for unemployed clients that are consistent with ISSofBC policies and funder's guidelines, you will also: develop and maintain a database network of resources and employers contacts to ensure the availability of job leads for clients, provide job information and resources to clients, pre-screen clients and employers and conduct quality job matches and job referrals and provide placement-related coaching and support and conduct follow-up activities with clients and employers.

How You'll Make a Difference

Job Development:

- Develops and maintains a network of resources and employers to ensure the availability of job leads for clients
- Maintains a database of contacts; and markets job placement services to generate job leads and placements for clients
- Conducts and delivers presentations to employers and employer groups in support of client marketing activities
- Builds and maintains positive relationships with prospective employers, resource persons, and other relevant organizations
- Keeps abreast of developments in the local labour market and trends in the employment/career counselling area

Client Service:

- Arranges placement of participants in job shadowing or work experience opportunities that improve their chances for securing jobs commensurate with their identified skills and experience
- Works with program staff, 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
- Conducts matches between the skills sets required by employers and the skills sets identified by the clients
- Prepares and coaches participants for job and/or work experience placement interviews with employers

IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA

HEAD OFFICE: 2610 Victoria Dr. Vancouver, BC V5N 4L2

T: 604-684-2561

E: info@issbc.org

www.issbc.org



- Provides ongoing coaching and support to clients. Consults with the relevant staff or the Manager regarding any unresolved issues and problems

Administrative Functions:

- Updates client's information and employment activities in the CRM, NewTrack
- Maintains necessary records and prepares accurate and timely narrative/statistical data for program reporting purposes
- Perform administrative functions to support marketing activities, such as preparing correspondence, reports, and records
- Creates jobs postings and pre-screening interview forms
- Participates 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
- Performs other related duties as assigned

What You Bring

Post-secondary degree in Human Resources, Business Management, Sociology, professional experience in recruiting and/or talent acquisitions, or equivalent combination of education, training, and experience acceptable to the employer. Job Developer certificate is an asset to the position.

What Makes You a Change Maker

- **Strong communicator:** you clearly express your thoughts in conversation as well as write and present in a persuasive and influencing manner
- **A natural connector** with an exceptional ability to interact authentically with people from diverse cultural, linguistic, and/or socio-economic backgrounds and experiences
- Proven ability to liaise and **develop relationships** with employers
- Demonstrated **cross-cultural counselling** abilities
- **Knowledge** of adult learning principles including facilitation, use of social media, and /or online learning concepts
- **Stay abreast** of local labour market trends and issues, especially those related to immigrants and/or clients with skilled professionals
- **Demonstrated proficiency** in Windows applications, software, and databases
- Ability to obtain and maintain a clear BC Criminal Record Check
- Physical ability to carry out the duties of the position

ISSofBC Value Proposition

- Role Salary Range: \$25.50 - \$32.35 per hour
- Expected Starting Range: \$25.50 - \$27.06. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually
- Hybrid work opportunity

ISSofBC's mission and values emphasize inclusivity and recognition of individuals' unique talents. In recruiting and developing our staff, we see strength in diversity of backgrounds, lived experiences, and identities. We welcome and encourage applicants who bring new perspectives and experiences to our team.

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

Start Date: April 3, 2023

Location: Vancouver

Position: Part-time position at 16 hours per week starting April 3, 2023 until March 31, 2024

Closing Date: open until filled.

Email applications must include: "2023-SmartMove-01" on the subject and can be sent to: jobs@issbc.org.

For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.

Applicants must be eligible to work in Canada. We will be interviewing qualified applicants on a rolling basis as we receive applications. We thank all applicants; however, only those shortlisted will be contacted for an interview.