



**EMPLOYMENT SPECIALIST-YOUTH, JOB QUEST PROGRAM**  
(Posted: August 3, 2023– open until filled)

**Job ID #:** 2023-JobQuest-10

**Position:** **Employment Specialist - Youth - Job Quest Program**  
Job Quest Program in partnership with the Burnaby School District  
Vancouver, Burnaby and New Westminister  
Regular part-time position at 10.5 – 11.5 hours per week (44 weeks per year) starting from September 1<sup>st</sup> 2023, until March 2025  
Day offs: July 1 to August 31 due to school closure.

**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.

**Summary:**

The Burnaby School District's Immigrant Youth in School Program requires a community partner to support the district in meeting the employment needs of vulnerable multi-barrier newcomer students in programs at Byrne Creek Secondary School and other secondary school/s where the need is apparent.

The successful candidate will play a crucial role in supporting and empowering youths by providing essential career guidance and fostering meaningful connections between students and employers. This includes setting up one-on-one meetings with youth to assess their assets, employment needs, community involvement and support, as well as employment skills and training. Additionally, the candidate will facilitate the development of realistic personal action plans for the youth clients' employment or further training. The role involves monitoring clients' progress, providing follow-up counseling and support until the action plan is completed, and preparing prescribed reports for each client. The candidate will also produce resumes and letters of application as needed, and contribute to client recruitment, program marketing, and project evaluation activities.

**Reports to** the Manager, Job Quest Program

**How You'll Make a Difference**

- Builds and maintains positive relationships with Settlement Workers in School, Burnaby School Board Staff, ISSofBC Staff, prospective employers, resource persons, community agencies and educational institutions
- Implements case management approach in identifying the youths' barriers, and working together with SWIS, school staff, and stake holders to address those barriers

**IMMIGRANT SERVICES SOCIETY OF BRITISH COLUMBIA**

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- Emphasizes interactive learning approach in order to keep students' engagement at the highest level possible
- Design and conduct engaging youth-focused workshops on resume writing, job interviews, job search techniques, and labor market insights, empowering students with ability to find meaningful career goals.
- Participates in building and enhancing youth focused job search curriculum
- Craft personalized resumes, cover letters, and job applications, effectively presenting youths as valuable asset for employers.
- Facilitates direct and tailored connections between youths and employers, acting as a bridge that connects talent with opportunity.
- Connect students with volunteering opportunities in the community to foster employability skills
- Prepares reports (quarterly and yearly) using Excel and reporting templates to the Program coordinator on the program progress
- Demonstrate flexibility and dedication by working a few hours per week in Burnaby Schools and ISSofBC locations, including New Westminster and Vancouver, further extending the reach of support and mentorship.
- Keeps abreast of developments in local labour market and trends in the employment/career counselling area
- Draws resources and staff from ISSofBC as required
- Performs other related duties as required

#### **What You Bring:**

Certificate or diploma in vocational counselling; or Job Finding Club facilitation supplemented by a minimum of 6 months' employment counselling experience including facilitating workshops. Additional assets include certificates or training in trauma-informed counselling skills, Mental Health First Aid, Skills for Success/Essential Skills, Motivational Interviewing, or other related training and experience acceptable to the employer. An additional language will be an asset.

#### **What Makes You a Change Maker**

- Demonstrated knowledge of youth population's needs and challenges and its overlapping issues and challenges and determine the effective strategies to assist them
- Ability to communicate effectively in both written and oral English.
- Demonstrated cross-cultural counselling abilities.
- Experienced in developing pre-employment and employment curricula with emphasis on youth needs
- Demonstrated ability to facilitate pre-employment/employment workshops and small groups.
- Knowledge of local labour market issues, especially those related to ESL immigrant clients.
- Demonstrated proficiency in Windows applications, software, and databases.
- Ability to obtain and maintain a clear BC Criminal Record Check.
- Ability to operate related equipment.
- Physical ability to carry out the duties of the position

#### **ISSofBC Value Proposition**

- Starting Salary Range: \$26.27 – \$27.88 per hour. \*Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- Role Salary Range: \$26.27 - \$32.35 Wage grids are reviewed annually.
- Employer RRSP contribution at 3% with no required employee contribution; Optional employee RRSP contribution at 1-5% with employer contribution up to 5%
- Employee and Family Assistance Program (EFAP)
- Values-based organization with collaborative peers with a wide range of backgrounds and talents
- Inclusive culture and innovative workplace with opportunity for new approaches

**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!**

Applications must include "2023-JobQuest-10" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org). \*\*All applicants are requested to submit a Cover Letter, outlining their interest in this role, and Resume as a single document in doc or pdf format.

*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 thank all applicants; however, only those shortlisted will be contacted for an interview. **Closing Date: Open till filled.**

Important Note: Interested applicants can apply for this position in conjunction with other positions advertised in Employment Services for additional hours.