



## Employer Relations Specialist, Career Paths for Skilled Immigrants

(Posted: September. 27<sup>th</sup> – October. 11<sup>th</sup> 2024)

**Job ID #:** 24100-CP  
**Position:** Employer Relations Specialist – Career Paths for Skilled Immigrants  
Employment Program – Career Path Locations  
Temporary full-time (hybrid) position at 35 hours per week starting as soon as possible until October, 31<sup>st</sup> 2025

### 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 **Career Paths Program** supports skilled immigrants and refugees to fast-track their re-credentialing and employment journey in British Columbia. We do so through customized one-on-one career coaching, group and self-paced online learning on career development and standards in BC, local connections to mentors and skilled professionals, on-site employer tours and networking events, and access to skills enhancement services to fund regulatory or skills upgrading requirements in our clients' chosen occupations.

In **Career Paths**, we believe that with career support from our Career Strategists, Resources Advisor, and Employer Relations Specialists, all our clients can re-align and re-enter their chosen profession here in BC. Our services are customized to meet clients' unique education, training, and professional experiences

As an **Employer Relations Specialist**, you will report to the Assistant Manager – Client Success 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

Head office: 2610 Victoria Drive Vancouver, BC V5N 4L2

T: 604-684-2561

[www.issbc.org](http://www.issbc.org)

ISSofBC's offices are situated on the unceded and ancestral territories of the xʷməθkʷəy̓əm (Musqueam), Sk̓wx̓w̓'7mesh (Squamish), Sel̓ilwətaʔ/Sel̓ilw̓it̓ulh (Tsleil-Waututh), Qw'ó:nt̓'an (Kwantlen), q̓ icəy (Katzie), kw̓ikw̓əʔəm (Kwikwetlem), Qiq̓Éyt (Qayqayt), ʔenascəwəʔ t̓əməxʷ (Tsawwassen), Lheidli T'enneh, Qat'muk (Ktunaxa) and sngaytskstx tum-ula7xw (Sinixt) Nations.

- 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
- 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 IIPS and 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

- Expected Hiring Salary: **\$24.62 – \$27.09** per hour. Dependent on education, training, experience, and internal equity. Wage grids are reviewed annually.
- 105 hours of vacation and 35 hours of personal leave
- Extended health and dental benefits
- Hybrid Work Opportunity
- Accrued vacation and other paid leave benefits based on eligibility.
- 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 "24100-CP" in the subject line and can be sent to: [jobs@issbc.org](mailto:jobs@issbc.org)

*For Internal Applicants – existing employees and volunteers, please indicate "INTERNAL <job ID number>" in the subject line.* Immigrant Services Society of British Columbia is committed to attracting and sustaining a diverse and inclusive workforce. Applicants must be eligible to work in Canada. Satisfactory completion of a Criminal Records Check is a condition of employment. Only those candidates considered for an interview will be contacted. **Closing Date: October. 10<sup>th</sup>, 2024**