

Work Opportunity

Title *Employment Coordinator*

Reports To *Education Coordinator*

Job Summary

The Employment Coordinator is responsible for employment & training services with the main goals to increase employability and employment rates for community members and to assist staff and members away from home with capacity development. The Employment Coordinator will support recruitment, hiring, and retention efforts, act as a contact for outside organizations and members hired for projects and occasionally may be required to supervise crews for projects.

Duties and Responsibilities

1. Coordinates the efficient and effective day to day operations of employment services with the organization.
2. Provides job search guidance and training through workshops and one-on-one counselling covering such topics as: resume and cover letter writing, interviewing for success, uncovering the hidden job market, how to search for jobs, how to approach employers, etc.
3. Interviews clients and assesses job readiness and suitability.
4. Identifies employment and training needs within the community and takes action to meet these needs through workshops, referrals and other solutions.
5. Ensures regular reporting to appropriate agencies; collects data on community members and employers and maintains computerized and hard copy files of contacts and records.
6. Maintains central job board with available employment and training courses.
7. Writes proposals to secure funding to develop programs and support employment opportunities within the organization.
8. Other duties as assigned or required.

The duties listed are provided as examples of area of responsibility and are intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

- Graduation from High School Grade 12 or equivalency and either a certificate or diploma in social work, counselling, business or a related field.

Competencies:

The Employment Coordinator should demonstrate competence in some or all of the following:

- Accountability – holds self accountable for achieving goals and personal development, delivers on commitments.
- Communicating information – creates an environment where open, honest communication is valued and develops strong, cooperative relationships.
- Planning & Organizing – plans and organizes time effectively to meet goals and timetables visualizing needs for the future.

Skills and Abilities:

- Must have strong administrative, organizational and communication skills.
- Ability to provide employment, career counselling, and education counselling services.
- Ability to self-regulate, meet deadlines, have attention to detail.
- Recognize and respects all cultural diversity and has an understanding of Aboriginal culture

Experience:

- One to two years counselling, social work, business, or related experience

Working Conditions

- Some travel will be required (mainly in local area)

Conditions of Employment

- Must be able to obtain and maintain a Criminal Records Check
- Must possess and maintain a valid BC Driver's License
- Must have reliable transportation
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Directly Supervises

- Temporary staff hired to assist in projects within the organization;
- Crews hired to complete special projects in cooperation with an outside organization;
- Coordinates members doing testing to discern competencies and interests and to meet requirements for hire or acceptance into training programs,

Please include:

- Cover letter
- Salary Expectations
- Application form found at xatsull.com

Email your application to

Danielle Taylor, Executive Assistant

Email: execasst@xatsull.com

Mail your application to:

Fax to: 250-989-2300

Attention: Danielle Taylor

Soda Creek Indian Band

3405 Mountain House Road

Williams Lake, BC V2G 5L5

Application Deadline: January 8, 2017 by 4PM

Applications will be accepted by email, hand delivery, fax, or by mail.

NOTE: Applications received after 4:00PM on January 8, 2017 will not be considered. Only those selected for an interview will be contacted.

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.