

### **JOB DEVELOPER / MARKETER** **West Employment Services and Training (WEST) Program**

Are you an amazing networker?  
Would you knock down walls to help someone get a foot in the door to a successful career?  
Is relationship building what you do best?  
Are you an expert in marketing programs and people?

The WEST program at 1033 King St. W. is seeking a Job Developer who is responsible for outreach to employers, marketing program participants to obtain subsidized and competitive jobs, job trials and apprenticeship opportunities.

This individual will assist with training plan development, contract signing, monitoring of work sites, intervention and placement support and stipend payments.

As well, this position is responsible for promoting our free services to employers in the community such as free job posting service on our Facebook page and hosting job fairs.

**West Neighbourhood House is actively seeking applications from Indigenous, Black and People of Colour, persons with disabilities, women and persons of all sexual orientations and gender identities/expressions. Applicants with lived experience as a participant of West Neighbourhood House programs, or related programming from similar organizations, are also strongly encouraged to apply.**

**West Neighbourhood House will provide accommodation throughout the recruitment & selection process to applicants with disabilities. During any stage of the recruitment process, please indicate the nature of any accommodation(s) you may require. Any information received relating to accommodation measures will be addressed confidentially**

#### **Responsibilities:**

- Markets the program to job seekers as well as employers, industry and professional associations to encourage participation in our *Employment Ontario* (EO) services;
- Maintains program website and social media accounts;
- Advances participant employment outcomes by actively initiating job matching and job development strategies daily for participants with diverse skills and backgrounds;
- Develops, maintains and grows employer database through on-going engagement and relations;
- Identifies and secures job, work experience and apprenticeship opportunities that match participants' skills, interests and goals;
- Represents West NH at local Business Improvement Area (BIA) meetings;
- Assesses employers' eligibility for participation in services in accordance with EO guidelines;
- Negotiates and develops effective training plans and terms for placements with employers, carefully administrating all validation, documentation, and payroll procedures;

## Internal Job Posting

- Provides employers and participants with guidance and support before and during placement to promote employment retention and positive outcome at placement completion;
- Educates participants and employers on employment standards, human rights, workplace health and safety, disability disclosure and workplace accommodations;
- Maintains high transparency and accountability for service delivery standards, work activities and service outcomes through detailed case documentation and regular reporting;
- Protects privacy of information maintaining all records management and storage guidelines;
- Plans and coordinates information/job fair events for employer recruitment and hiring;
- Participates in and prepares for regular team and individual supervision meetings for strategic planning, evaluation and continuous improvement.

### Qualifications:

- Post-secondary education and/or equivalent experience in job development and employer relations;
- Current knowledge of local labour market trends and effective job development approaches;
- Goal oriented with demonstrated job development experience meeting accountabilities and targets within outcomes-based government funded programs;
- Ability to use social media to promote the program
- Direct experience helping job seekers at various stages of career to find and maintain work;
- Understanding, sensitivity, and effective approach in assisting participants with barriers to employment (low literacy, disability, mental health, criminal record, poor job retention, etc.);
- Familiar with *Employment Ontario* programs (Employment Services);
- Demonstrated experience successfully managing, allocating and utilizing funding for participant supports and job placements within specified timelines;
- Hands-on experience using EOIS Case Management System (CaMS) for data management and reporting is an asset;
- Professional business communication and presentation skills;
- Strong customer service background with dedication to delivering consistent, high-quality service;
- Strong cross-cultural competence with the ability to apply a non-judgmental, anti-racist and anti-oppressive framework;
- Background or skills in marketing, advertising, sales, event planning and/or stakeholder relations is strongly desired;
- Sound administrative skills with strong attention to details;
- Strong computer skills with high comfort in utilizing instant messaging tools, social media platforms (LinkedIn, Facebook), employer databases, Zoom, Office 365 and Internet navigation;
- Second language is a definite asset;
- Able to travel regularly in and around the GTA by transit, or by personal vehicle is a must;
- Must be self-directed with ability to work productively on your own, as well as in close collaboration with your peers.

## Internal Job Posting

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**Status:** Permanent Full Time (Bargaining Unit Position)  
**Start Date:** ASAP  
**Hours:** 24 hours per week; occasional evenings and weekends  
**Rate:** \$25.19 per hour (4 weeks vacation, paid sick days, 3 floater days, full benefits package after 3 months, Multi-Sector Pension Plan after 6 months)  
**Unit:** Community Economic Strategies  
**Immediate Supervisor:** Coordinator, Career Pathways and Adult Learning  
**Posting Date:** September 10, 2021  
**Closing Date:** September 17, 2021

**Please submit your resume by 5:00 p.m. on the closing date to:**

Hiring Committee  
588 Queen Street W.  
Toronto, Ontario  
M6J 1E3  
[judisn@westnh.org](mailto:judisn@westnh.org)