



Internal / External Career Services Advisor



Career Paths for Skilled Immigrants program is seeking a multi-skilled professional who will provide highly specialised support to internationally-trained newcomers so they can achieve commensurate employment in Canada.

POSITION: Career Services Advisor

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION:

Under the general supervision of the Manager, the **Career Advisor** provides a wide range of services including employment counselling, facilitation, and placement services. The Career Advisor is also responsible for maintaining an excellent working relationship with clients, employers and any relevant regulatory and professional associations.

- QUALIFICATIONS:**
- Excellent working knowledge of program activities, targeted local labour market conditions, standard office equipment, MS Office and database software
 - Strong cross-cultural communication skills, ability to develop employment-related curricula and facilitate interactive workshops
 - Minimum of three years of experience providing career assessment and action plan development, instruction to adult ESL learners, employment counselling and placement services required
 - Experience with successfully overcoming employment-related issues for immigrant professionals
 - Track record of achieving program targets and maintaining employer relationships
 - Highly organized and motivated. Possesses patience, tact, and flexibility
 - Degree, diploma, or certificate in adult education, counselling or ESL studies preferred. A combination of education and experience will be considered
 - Career Development Practitioner certification an asset
 - Fluency in another language is considered an asset
 - Criminal Record Check required

HOURS: 35 hours per week

SALARY RANGE: \$38,584.00 to \$43,425.20 per annum, commensurate with level of experience and qualifications

A competitive benefits package is provided with contracts of at least 1 year in length which offer a minimum of 17.5 hours of work per week.

RESUMES TO: Hiring Team - MOSAIC Employment Programs
5575 Boundary Road
Vancouver, BC V5R 2P9
E-mail: employmentprograms@mosaicbc.org

Please reference “**Your Name - Career Services Advisor**” in the subject line of your application and submit via e-mail (Word/PDF format). No telephone calls please.

DEADLINE: Ongoing until a suitable candidate is hired

NOTE: Only applicants selected for an interview will be contacted

POSTING DATE: December 20, 2018

MOSAIC is committed to promoting equal employment opportunities for all members of the community