



## Internal / External Client Recruitment Specialist, WorkBC Programs



### Surrey Locations

This Full-Time position is responsible for recruiting clients for two WorkBC Centres: Surrey Cloverdale, as well as South Surrey-White Rock. The position will require frequent travel between the two centres as well as across the City of Surrey.

**DEPARTMENT:** Employment and Language Programs

#### POSITION FUNCTION:

Under the direction of the WorkBC Centre Manager, the **Client Recruitment Specialist** engages in activities that ensures a high level of awareness of MOSAIC Employment programming and achieving service delivery targets.

#### QUALIFICATIONS:

- Degree/ diploma in Marketing or Business Management, and/or appropriate combination of training and experience
- Experience in public speaking, promoting employment programs, and engaging community organizations
- Experience in utilizing innovative ways to engage potential clients with strong interpersonal and customer service skills, especially with diverse populations
- A desire to assist others in finding the help they need
- Experience in producing marketing materials using desktop publishing software such as Office Suite, InDesign, and Illustrator
- Experience in coordinating communications campaigns including the use of social media
- Experience in writing and producing engaging written products such as success stories, electronic newsletters and/or blogs
- Experience in performing administrative and coordination duties, including scheduling activities, developing and maintaining systems and procedures, and storing and organizing material for quick retrieval
- Extensive knowledge of community services landscape in the Metro Vancouver area; particular knowledge of employment services and/or immigrant services an asset
- Knowledge of ethnic media channels
- Highly motivated, results oriented, organized, and able to set priorities and meet deadlines
- Other desirable skills/experience:
  - Experience working with individuals from diverse cultural backgrounds
  - Experience working in media
  - Additional languages an asset
- Criminal Record Check Required

**HOURS:** 35 hours per week

**WORK LOCATION:** South Surrey White Rock 1688 152<sup>nd</sup> Street, Surrey  
Surrey Cloverdale 17700 56th Avenue, Surrey

**SALARY RANGE:** \$40,932 to \$46,069 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](mailto:employmentprograms@mosaicbc.org)

Please reference **“Your Name – CRS WorkBC Programs”** 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:** Originally posted December 21, 2018, re-posted January 7, 2019

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