



Internal / External
Client Recruitment Specialist, WorkBC Programs



MOSAIC is looking for a self-motivated, confident, and community-minded individual to fill the position of Client Recruitment Specialist.

DEPARTMENT: Employment and Language Programs

POSITION FUNCTION: Under the direction of the WorkBC Senior Manager, the **Client Recruitment Specialist** engages in activities that ensures a high level of awareness of MOSAIC Employment programming and achieving service delivery targets. The position may require frequent travel between the WorkBC Centres and outreach locations.

- 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: Full time (35 hours per week)

STARTING SALARY: \$40,932 to \$46,064 annually, depending on 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 – CRS WorkBC Programs”** in the subject line of your application and submit via e-mail (Word / PDF format). No telephone calls please. Only applicants selected for an interview will be contacted.

DEADLINE: May 27, 2019

POSTING DATE: May 9, 2019

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