



## **Internal/External Employment Opportunity Employment Relations Specialist, Employment Programs, Remote, Surrey, and Vancouver locations**

### **Why you should apply with us:**

At [MOSAIC](#), we take pride in having a supportive, diverse, and inclusive workplace where employees can trust that their ideas and contributions are valued. We have been recognized in the [2019 List of Best Workplaces™ in Canada \(100-999 employees\)](#) and the [2020 list of Best Workplaces Managed by Women](#) by the Great Place to Work® Institute. We are one of Canada's largest settlement organizations with 45 years of experience engaging 350 staff and more than 600 volunteers. Our employees benefit from incorporating many diverse perspectives, taking part in training and career growth opportunities. Come join a vibrant organization and make a difference in someone's life today!

### **Join our team!**

MOSAIC is seeking an enthusiastic, client-centered, and results-oriented individual to fill the role of an Employment Relations Specialist for Employment Programs.

#### **POSITION:**

**Employment Relations Specialist**

#### **DEPARTMENT:**

**Employment, Language, and Social Enterprise Services**

#### **ABOUT THE POSITION:**

As the Employment Relations Specialist, you will provide a wide range of services including employment counselling, facilitation, and job placement services. The Employment Relations Specialist maintains a robust network of employers and relevant regulatory and professional associations and works with them to secure practicums or other types of work experience to fill vacancies with qualified clients. The Employment Relations Specialist coaches and supports clients throughout their job search by maintaining an excellent working relationship.

#### **KEY RESPONSIBILITIES:**

- Provide on-on-one on-going support to clients, participants, and graduates (e.g., on-the-job coaching, information, and referral, resume updating, interview coaching, job search support, and employment counselling)
- Support the facilitator/employment services advisor in providing job-related, one-to-one job coaching and facilitation for clients as required
- Liaise with the employment services advisor/facilitator regarding mutual client progress and achievement of outcomes
- Develop and maintain ongoing relations with employers; engage in placement activities (e.g. cold calls, follow-up job leads, attend networking events, etc.)



- Solicit job postings and informs staff and clients (via email, job boards, etc.)
- Facilitate engagement of employers for events (e.g. job fairs, employer hiring events, industry presentations, etc.)
- Maintain and provide regular statistics on participant progress
- Maintain client files to proper standards

#### **MINIMUM QUALIFICATIONS:**

- Post-secondary degree, certificate or diploma in adult education, counselling, psychology, social work, human services, ESL studies, or a combination of coursework and experience
- Current and satisfactory Criminal Record Check required

#### **DESIRED SKILLS AND QUALIFICATIONS:**

- Three or more years of experience providing assessment, employment counselling, and providing referral services to professional and non-professional clients
- Experience in marketing clients for employment, engaging local employers, and arranging and monitoring practicums.
- Track record of achieving program targets and maintaining employer relationships
- Strong interpersonal and written communication skills
- Strong organizational and time-management skills
- Ability to work independently and in a team environment
- Proficiency in Microsoft Office suite, Teams, publishing software, databases, and the ability to operate standard office equipment
- Tactful, discreet, diplomatic, patient, flexible and possesses cultural sensitivity and excellent judgement in decision-making

#### **BONUS SKILLS/CERTIFICATIONS:**

- Ability to speak a second language will be considered an asset
- Career Development Practitioner certified will be considered an asset

#### **HOURS:**

This is a full-time position

#### **STARTING PAY:**

Annual salary commensurate with the level experience and qualifications

We offer a competitive benefits package with contracts of at least one year in length, offering a minimum of 17.5 hours of work per week.

#### **HOW TO APPLY:**

Please apply via email. In the subject line of your email, please type:

**“Your Name – Employment Relations Specialist, Employment Programs”**

Please submit a cover letter and resume in PDF/Word format.



Address your cover letter to:  
Hiring Team – Employment Programs  
5575 Boundary Road  
Vancouver, BC V5R 2P9

Email both the cover letter and resume to [employmentprograms@mosaicbc.org](mailto:employmentprograms@mosaicbc.org).

We thank all applicants for their interest. However, only applicants considered for an interview will be contacted. Before applying, you must be legally permitted to work in Canada through citizenship or permanent resident status. If you have a work permit, please ensure that it allows you to work for the duration of the position.

**DEADLINE TO APPLY:**

April 30, 2021

**POSTING DATE:**

April 15, 2021



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