

Job Posting: Job Developer, Full time

Required skills/experience:

- Degree or post graduate certificate in Public Relations, Human Resources Management, Business or a related field or a minimum of 3 years' experience in all aspects of recruitment and job development
 - Demonstrated ability to communicate effectively, negotiate and apply marketing techniques to attract and engage employers
 - Results oriented and able to meet targets and goals
 - Demonstrated knowledge of local labour market trends and needs
 - Ability to analyze, evaluate and interpret collected information to assist in targeting the most suitable employment based on clients' experience, education, and existing labour market factors
 - Strong presentation skills, able to communicate confidently and effectively with employers and clients
 - Valid Ontario driver's license and access to a vehicle
 - Awareness of cultural diversity & sensitivity, anti-racism and anti-oppression theory
 - Excellent cross cultural skills
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Duties and Responsibilities:

1. Develop connections with local employers in order to increase employment opportunities for newcomers and support job retention, focusing on groups of industries aligned with participants' skills and work experience.
2. Outreach and network to access to the hidden job market to match newcomer clients with suitable job leads aligned with their skills and experience.
3. Collaborate with Employment Services and TradesLink staff to identify specific job development needs as they relate to skills and experiences of job-seeking clients.
4. Market IWC's job-seeking clients to hiring employers, focusing on their skills; match clients appropriately to job opportunities.
5. Facilitate negotiation of employment relationships on behalf of clients; identify those in need for additional support with individuals and or the employer as appropriate.
6. Meet monthly service targets for jobs developed and clients placed.
7. Participate in team meetings to gain cross-the-board collaboration to engage industries and promote the program.

8. Maintain electronic database of contacts, job development outcomes, employed clients and other relevant program statistics as directed.
9. Be aware of the position's responsibilities under the Occupational Health and Safety Act.
10. Perform all other duties as required.

How to apply:

Send a resume and cover letter via email to the Hiring Committee: IWChiring@iwchamilton.ca

Application deadline: July 29th at 11:59 pm.

IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.