



## WoodGreen Community Services *Job Posting* **RECRUITMENT ADVISOR**

### **Our Vision:**

A Toronto where everyone has the opportunity to thrive

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<b>Employment Type:</b>	Full-time – Bargaining Unit
<b>Work Hours:</b>	35 hours/week – Regular
<b>Salary:</b>	G7 - \$47,517/year
<b>Application Deadline:</b>	September 15, 2017 by 5:00 pm

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#### **Who We Are**

A United Way Anchor Agency, WoodGreen combines significant scale and a proven track record with an entrepreneurial mindset, continuously seeking and developing innovative solutions to critical social needs.

Now in our 80<sup>th</sup> year, we are one of the largest social service agencies in Toronto, serving 37,000 people each year. We're a group of diverse individuals who value respect, excellence, compassion, integrity, and team work.

Visit [www.woodgreen.org](http://www.woodgreen.org) to learn more about who we are and what we do.

#### **Program Overview – Workforce Development - Newcomer Services & Workforce Development**

WoodGreen Community Services' Workforce Development Unit supports youth, adults, newcomers and internationally trained individuals in their search for employment. We offer a range of services, including one-on-one counselling, job development, workshops and access to computers and fax machines needed to conduct an effective job search. Our dedicated staff works with all its program participants every step of the way as they chart their job search strategy. Our programs are funded by the Provincial and Municipal Governments. The services offered at our centers are accessible to anyone looking for work.

#### **What You Will Do**

- Build relationships with employers in the IT/Digital Media, Social Services and Office Administration sectors, securing meaningful job placements, job trials, job shadowing, internship, and mentorship opportunities for job seekers.
- Negotiate all training plans and contract agreements with employers; plan, monitor and manage placement incentive budget allocations, in consultation with the site Manager, Workforce Development.
- Develop viable and sustainable employment opportunities for the job seekers that match their skills and interests, and provide coaching and follow-up support to them.
- Organize onsite and offsite Recruitment/Hiring Events and labour Market Information sessions for the job seekers on a regular basis, and promote those events via different networks, social media and online portals.
- Conduct workplace site visits, bi-weekly follow-up support, and identify and resolves workplace issues that may affect Job Seekers long term success in the workplace.
- Facilitate interview skills and job maintenance workshops for clients, in preparation for job interviews and, once employed, to successfully maintain employment.
- Maintain employer files and accurate documentation in accordance with funder and Newcomer Services and Workforce Development Unit Guidelines and maintaining all aspects of client confidentiality.

### **What You Bring to the Team**

- Bachelor's Degree (Business Administration, Marketing, Human Resources, or related major). College Diploma, specializing in Career Studies is an asset.
- 2 years of work experience in the area of sales, building relationships with Employers, particularly in the IT/Digital Media and non-profit sectors.
- Job Development and Placement experience.

### **What Will Set You Apart**

- Demonstrated track record in negotiating with employers and building successful employment partnership which benefit job seekers. Is up to date and knowledgeable with current labour market trends and opportunities, particularly in the City of Toronto.
- Two years work experience in employment programs or community development or in sales.
- Knowledge of pathways to apprenticeships, academic upgrading, post-secondary programs.
- Experience working with disengaged clients using group facilitation, mediation and/or conflict resolution techniques.
- Excellent knowledge of using social media and online tools to promote services to different stakeholders.
- Excellent time management skills and the ability to prioritize tasks and details oriented.
- Strong interpersonal, written and verbal communication skills are essential for this position.

### **Why You'll Want to Work With Us**

At WoodGreen you will be part of an amazing team that does amazing things for our community.

We offer:

- ✓ Competitive salary and excellent benefits packages for PSW, contract and full-time employees
- ✓ Ongoing training and opportunities for career advancement within the organization
- ✓ Formal staff recognition and appreciation programs
- ✓ Access to group discount programs and purchases

### **To Apply**

Submit your resume and cover letter, **quoting the position title in the subject line**, as follows:

<b>WoodGreen employees ONLY to:</b>	<a href="mailto:hrjobs@woodgreen.org">hrjobs@woodgreen.org</a>
<b>External applicants to:</b>	<a href="mailto:employmentservices@woodgreen.org">employmentservices@woodgreen.org</a> Attn: Qazi Hasan

***WoodGreen is an equal opportunity employer. We are committed to providing an inclusive and barrier-free selection process and work environment. If contacted in relation to an employment opportunity, please advise our HR representative at [hrjobs@woodgreen.org](mailto:hrjobs@woodgreen.org) of the accommodation measures required. Information received relating to accommodation will be addressed confidentially.***