



EMPLOYMENT SPECIALIST (TERM)

EMPLOYMENT SPECIALIST, WOMEN'S ECONOMIC PROSPERITY

The Employment Specialist will further develop and deliver the Employment Readiness program, including the implementation of a career aptitude test. This position will support clients individually and through workshops that provide effective communication, problem solving, resume building, interview preparation and presentation, and job search skills.

In this position, the Employment Specialist will also support the development and implementation of other initiatives to help women achieve and maintain employment.

WHAT MOVES YOU

- You love to solve problems and your excellent communication skills make it easy
- You are a game changer who loves inspiring and changing lives through innovative programs
- Enhancing the socio-economic well-being of women and their families.
- You think outside of the box and challenge your limits, as well as those around you

WHAT YOU'LL DO

- Continuous assessment and development of the program
- Conduct assessment to determine strengths and create service plans to meet client needs.
- Research best practices in career trends to support program development and content.
- Use a client-centered and trauma-informed approach to empower women.
- Develop relationships with local employers to bridge the gap to employment opportunities.
- Engage and build relationships with organizations and stakeholders.
- Enter accurate data on a timely basis and fulfill monitoring and reporting obligations.
- Keep up to date on evidence-based practice related to the program.
- Use technology appropriately and maintain records in accordance with program policies
- Promote YW programs/services in a meaningful and professional manner.
- ***This is a one-year contract part time position, working 18.75 hours per week on set days.***

WHAT YOU'VE DONE

- Post-Secondary education in Career Development or in a related field
- 2 -3 years of experience as a career coach or in related field
- Strong knowledge of the local labor market, career development trends and resources
- Awareness of issues specific to women experiencing poverty, social exclusion, family violence
- Commitment to feminist principles and empowering women through a strengths-based approach.
- All activities and actions are accomplished with an equity, diversity and inclusion lens and able to work with a diverse population.
- Knowledge of local social service agencies and referral processes
- Excellent communication, relationship building and organizational skills
- Proficient in the use of computers and software
- Must be able to read, write, and deliver services in English. Multilingualism is an asset

As a condition of employment, YW Calgary requires the successful candidate to be fully vaccinated. Where the candidate has not obtained the vaccine, the candidate will be considered on an exceptional case by case basis; YW Calgary will adhere with its obligations under the Alberta Human Rights Act.

If you want to work to change lives, we want to meet you.

Competition Number: **2022050**

Deadline: **July 08, 2022**

www.ywcalgary.ca/work-with-us

Apply today with resume, cover letter, and salary expectations to careers@ywcalgary.ca

YW Calgary is committed to providing an equitable, diverse and inclusive workplace where all employees, clients and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, and/or disability, feel valued and respected.