

**World Skills Employment Centre Internal/External Job Posting
Recruitment Specialist, Empowering Newcomer Women (ENW) Program**

Term:	2 Full time positions (35 hours per week) to March 31, 2024 with possibility of extension
Application process:	Please send your cover letter and resume saved as one file with Your Name_ Recruitment Specialist ENW as the subject heading to hr@ottawa-worldskills.org
Deadline:	Sunday, April 23, 2023
Salary and Benefits:	\$30.70 per hour plus a comprehensive benefits plan including health, dental, RRSP and vacation leave

Position Summary:

World Skills, a not-for-profit employment service for new Canadians, is seeking to fill two Recruitment Specialist positions. The role of a Recruitment Specialist is to support the full cycle of client service and client access to the labour market through employer engagement and recruitment activities with candidates referred to the program and all World Skills clients as a whole.

Reporting to the Program Manager, this position is critical to the effective functioning of the World Skills office and its programs. This role entails a high degree of autonomy, initiative, and leadership for the execution of the tasks described. The successful candidate will demonstrate personal commitment to, and understanding of the World Skills mission, vision, values and participant outcomes.

Major Responsibilities:

Employer Engagement

- Recruit and engage employers to partner with the ENW program
- Contribute to the planning and design of employer-driven events, sessions or workshops for ENW-interested clients
- Work closely with the Employment Specialists and other front-line staff at World Skills to identify, recruit and invite clients to these events
- Attend job fairs and various recruitment and networking events to source prospective candidates and potential employers
- Liaise and engage with employers through a variety of initiatives including social media and organized outreach activities
- Develop and maintain relationships with sector contacts to ensure the continuity of World Skills employer engagement efforts
- Actively participate and contribute to World Skills recruitment efforts as a whole (committees, team meetings, job fairs, celebrations, etc.)

Recruitment and One-to-One Support

- Work closely with Employment Specialists and all World Skills teams to complete the cycle of the recruiting process for clients
- Complete the full cycle recruiting process through a collaborative team effort: distributing job orders, screening resumes, telephone interviews, face-to-face interviews, coordinating interviews for employers
- Source employment opportunities for clients through labour market research, attending networking events, job fairs and other opportunities to connect with employers
- Invite clients to planned events such as targeted recruitment, networking and coaching events
- Conduct one on one employability skills assessments with clients, provide feedback for improvement and make appropriate referrals as applicable
- Pre-screen clients for job opportunities
- Support clients in identifying the best matches in the labour market within their field, as well as alternative careers for current and future consideration
- Create a distribution list to connect with clients by email; collect success stories/testimonials from clients; maintain client records/ensure client follow ups on a 3, 9 and 12-month basis
- Provide one to one intake, needs assessment and referral services to clients as assigned
- Enter and update information in the database following a case management approach
- Maintain and update electronic and hard copy files as applicable

Follow up and reporting

- Follow up with clients and stakeholders (employers, partners) after their participation in employer events to request their feedback in order to ensure continuous improvement of World Skills services
- Maintain records of clients being matched with employers and follow up on their progress
- Enter employer information into the database for appropriate follow up and tracking
- Contribute to reports and other publications requiring data and testimonials
- Produce partial reports as per program needs

Teamwork

- Execute recruitment tasks through a collaborative team effort
 - Facilitate information sessions and employability workshops to candidates and to clients as needed
 - Recruit and pre-screen candidates
 - Communicate with peers by sharing recruiting “best practices” and providing accurate, documentation on candidates in candidate tracking system
 - Work with the World Skills team to make necessary modifications to program implementation
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- Work closely with World Skills teams and partner agencies to ensure service excellence and appropriate client referrals
- Support and contribute to the organization of events in collaboration with the World Skills team
- Coordinate and participate in outreach activities and program related events and meetings
- Attend staff meetings, team meetings and other external meetings as required and share best practices in the recruitment process
- Perform other duties from time to time, as required by the organization

Qualifications, Knowledge and Experience:

- Post-secondary education in Human/Social Services, Education, Human Resources, Business or a related field with 2-3 years of progressive experience in employment and career services, human resources or recruitment or a combination of training, education, and experience
- Sound intercultural communication skills, diplomacy, maturity and integrity
- Excellent networking and outreach skills and ability to work collaboratively with diverse staff
- Ability to maintain confidentiality is imperative
- Ability to work under pressure, to communicate effectively (verbal and written), to establish priorities and deal with tight timelines
- Ability to recognize the need for change and to develop plans for change where necessary
- Excellent interpersonal skills, attention to detail and able to work within a team environment are essential
- A strong work ethic having the needs of the organization and the clients as the primary priority
- Knowledge of issues related to newcomers, immigrants and employment is essential
- Advanced skills in MS Office and in current technologies to deliver virtual services
- Experience in effectively running programs in a virtual environment, including creatively interfacing with digital platforms and utilizing digital tools to engage participants in meaningful experiences is an asset
- Experience in program coordination is a strong asset
- Fluency in English (oral and written) is essential, and other languages are highly desirable (e.g. French, Arabic, Ukrainian, Tigrinya, Pashto)

World Skills operates in a hybrid environment. This position is currently expected to work in the office a minimum of 1 day per week, plus in-person meetings or events as required. In the future, staff will be expected to work in the office 2-3 days a week.

World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager upon scheduling your interview. We encourage applications from qualified people of all backgrounds, including women, member of visible minorities, Aboriginal peoples, LGBTQ++ and persons with disabilities.

Thank you for your interest in this position; only candidates selected for an interview will be contacted.