

**JOB REQ.#:** 2019-QCIC-034

**POSTING TITLE:** Jr. Youth Employment Specialist, Centre for Education and Training

**HIRING DEPARTMENT:** Employment Services

**TERMS OF EMPLOYMENT:** Casual

**REPORTING TO:** Coordinator, Employment Services

**LOCATION:** Malton - 7420 Airport Road Suite 104

**START DATE:** May 17, 2019

**END DATE:** July 12, 2019

**SALARY:** 14.56 - 15.14, Hourly + 4% Vacation

**LENGTH OF (CONTRACT)** 8 weeks

**BENEFITS:** No

**NO OF POSITIONS:** 1

<p><b>SUMMARY:</b></p>	<p>The Junior Youth Employment Specialist is primarily focused on job placement of youth with barriers to employment and assisting them to develop their pre-employment skills. In this role the Jr. Resource &amp; Information Specialist will provide administrative assistance and support to the Employment Services Team. The summer placement Jr. Youth Employment Specialist role is primarily focused on job placement of youth with barriers to employment and assisting them to develop their pre-employment skills.</p>
<p><b>DUTIES &amp; RESPONSIBILITIES:</b></p>	<ul style="list-style-type: none"> <li>• Conduct active outreach to employers to identify opportunities and promote the Youth Job Connection program and Job matching and Placement Support Services.</li> <li>• Research companies/employers to develop potential employment and placement leads and job opportunities for youth clients between the ages 15-29</li> <li>• Contact targeted companies via cold calling, social media, or other effective methods to inform them of the YJC and JMPI services and book appointments for Employment Specialists as needed.</li> <li>• Provide information, to potential job seeking youth about the YJC services available to them including eligibility and suitability.</li> <li>• Working with the ES team, assist to gather and organize job postings for job and message boards</li> <li>• Promote the ES/YJC program to organizations that provide services to Youth between the ages of 15-29</li> <li>• Assist with data entry and organization of placement information and agreements as needed</li> <li>• Collect and keep data for statistical reporting</li> <li>• Other outreach /marketing, and job development activities as assigned by ES Coordinator</li> </ul>
<p><b>QUALIFICATIONS:</b></p>	<ul style="list-style-type: none"> <li>• Be between ages 15 and 30 years of age at the start of employment.</li> <li>• Preference will be given to those students studying in a related field.</li> <li>• Be Canadian Citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act and;</li> <li>• Must be legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations</li> <li>• Possess solid administrative skills and have a demonstrated ability in the use of MS office products, web browsers and online research tools</li> <li>• Experience working in a customer service or direct delivery of services to the public</li> <li>• Knowledge of labour market and job search strategies would be considered an asset</li> <li>• Enrolled in a post-Secondary Program related to youth services, or career counselling preferred</li> <li>• Excellent communication, interpersonal and customer service skills</li> <li>• Enjoy a wide variety of tasks in a fast paced environment</li> <li>• Strong team player, with the ability to prioritize and problem solve</li> <li>• Experience working with diverse cultures in a customer service capacity</li> <li>• Knowledge of the local community would be considered an asset.</li> </ul>

**OTHER DETAILS:** Thank you in advance for your interest. Only those candidates selected for interviews will be contacted.

**OUR AODA COMMITMENT:** The Centre for Education & Training (TCET) is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, TCET will endeavour to provide accommodation to persons with disabilities 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 hiring supervisor upon scheduling your interview.