
World Skills Employment Centre Internal/External Job Posting

Position:	<u>Recruitment Specialist – FIN</u>
Term:	Full Time – 35 hours/week contract to March 31, 2022 with possibility of extension
Reports to:	Director of Client Services
Application process:	Please send your resume and cover letter as one file with <i>Your Name_ Recruitment Specialist FIN</i> as the subject heading to: HR@ottawa-worldskills.org
Deadline:	Sunday, May 9, 2021
Salary and Benefits:	Commensurate salary plus a comprehensive benefits plan including health, dental, RRSP and a generous vacation leave

Position Summary:

As part of World Skills, a not-for-profit employment service for new Canadians, within the Federal Internship for Newcomers Program (coordinated by the Settlement and Integration Policy Branch within Immigration, Refugees and Citizenship Canada) the Recruitment Specialist works with job-ready clients for placement in the public sector.

The role of the Recruitment Specialist is to support the full cycle of client service and clients' access to the labour market through employer engagement and recruitment activities with all candidates referred to the program and of World Skills clients as a whole. This role entails a high degree of autonomy, initiative, and leadership for the execution of the tasks described.

Major Responsibilities:

Employer Engagement

- Coordinate, design and guarantee the execution of 12 employer-driven events, sessions or workshops for FIN candidates and FIN-interested clients
 - Work closely with the FIN Employment Specialist to identify, recruit and invite clients to these events
 - Liaise regularly and reach out to employers and Hire Immigrants Ottawa (HIO) to guarantee the development, scheduling, and execution of these events during the course of the fiscal year
 - Attend job fairs and various recruitment and networking events to source prospective candidates and potential employers
 - Liaise and engage with public, private and non-for profit sector employers through a variety of initiatives including social media (such as LinkedIn, Twitter, Facebook, etc) and organized outreach activities
 - Identify and participate in different employer engagement and other forums as a representative of World Skills
 - Develop and maintain relationships with sector contacts to ensure the continuity of World Skills' employer engagement efforts
 - Document the events' results by writing summaries containing a brief description and highlights which can be shared with World Skills staff and on our Social Media as an initiative to acknowledge employers and our partners and to promote World Skills services and programs
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- Actively participate and contribute to World Skills' recruitment efforts as a whole (committees, team meetings, job fairs, etc.)

Recruitment and One-on-One Support

- Work closely with the FIN Employment Specialist to complete the cycle of the recruiting process at World Skills for clients interested in working for the public sector: distributing job orders, screening resumes, prepare clients for telephone, virtual, and in person interviews and endorsing client applications
- Provide limited one on one intake, assessment and referral services to clients
- Enter and update information into the database. Maintain and keep both electronic and hard copy files up to date

Follow up and reporting

- Follow up with clients and stakeholders (employers, partners) after their participation in the 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
- Maintain updated record of the number of employer events, as well as stakeholders and clients in attendance
- Enter employer information into database for appropriate follow up and tracking
- Contribute to reports and other publications requiring data and testimonials
- Produce partial reports as per the program's needs

Teamwork

- Execute high volume recruitment tasks through a collaborative team effort
- Facilitate FIN information sessions and employability workshops to FIN candidates and to clients interested in working in the public sector as needed
- Recruit and pre-screen FIN candidates
- Communicate with peers by sharing recruiting "best practices" and providing accurate, documentation on candidates into candidate tracking system
- Work with the IRCC-FIN team and the World Skills team to make necessary modification to program implementation
- Work closely with World Skills teams and partner agencies to ensure service excellence and appropriate client referrals
- Support and contribute to the organization of a yearly FIN Alumni event in collaboration with the FIN team
- Coordinate and participate in outreach activities and in FIN-related events and meetings
- Perform other duties from time to time, as required by the organization

Qualifications, Knowledge and Experience:

- University Degree in related field and 2-5 years of experience in recruitment and/or career counseling

- Proven effectiveness as a employment counsellor and/or recruiter
- Proven efficiency in event organization
- Thorough understanding of what it takes to be effective in the Canadian work environment and ability to model the highest professional standards
- Must possess conflict resolution skills, excellent interpersonal and intercultural skills, diplomacy, maturity and integrity
- 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, to recognize the need for change and to develop plans for change where necessary
- Ability to work within a team environment is essential
- Knowledge of issues related to newcomers and employment is essential
- Understanding of labor market trends and business community practices
- Excellent interpersonal, communication and writing skills
- Experience in working with newcomers and immigrants
- Strong computer skills
- French will be considered an asset

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, and persons with disabilities.

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