

Employer Liaison (3-days per week)

The Employer Liaison develops and maintains professional, proactive relationships with local and regional employers to connect program participants with job placements and relevant, valuable labor market information. The Employer Liaison reports directly to the Executive Director.

Core Competencies

- Demonstrates a client-centred focus in all program activities;
- Demonstrates professionalism through use of higher-level thought processes;
- Demonstrates professionalism through adherence to standard practices, ethical behaviours, and respectful practices;
- Demonstrates professionalism through ongoing learning.

Core Functions

- Works cooperatively with other staff to achieve program objectives;
- Liaises with employers to develop labour market information and employment contacts;
- Facilitates group learning for adult participants, when necessary.

Details of Functions

Working cooperatively with other NexusBC staff, the Employer Liaison:

- Complies with NexusBC policies and procedures including NexusBC code of ethics;
- Contacts employers regarding job openings and gathers further information about additional competencies and qualifications the employer may be looking for;
- Gathers information about local and regional companies, relevant to the local labour market and program participants;
- Facilitates, with participants, an understanding of the local labour market through the synthesis of relevant and up-to-date labour market information;
- Maintains positive, proactive, professional relationships with employers and community organizations to create new and build into existing partnerships
- Attends relevant business networking events, job fairs and tradeshow to promote program benefits to potential employers;
- Arranges guest speakers for group sessions, including local employers, small business owners, human resource professionals and past clients;
- Maintains client and local business information files, keeping with PIPA and FOIPPA legislation;
- When necessary, provides relief group facilitation or one-to-one consultation;
- Provides regular oral and written reports to Program Manager on issues related to successful program delivery;
- Maintains resources and makes recommendations for the purchase of program materials; and
- Attends internal and external meetings, as required, to report and/or gather relevant information.

Qualifications

- University degree or equivalent in humanities, social sciences, or related fields such as career counselling, employment services, business or marketing; and/or
- Minimum 1 year working in employment services field, preferably in non-profit environment, demonstrating one or more of the following skill sets: employer relations, human resource management, business operations, business marketing, job coaching;
- Demonstrated understanding/knowledge of working with business and unemployed individuals and
- Demonstrated interpersonal skills and understanding/knowledge of employment issues;
- Demonstrated marketing skills;
- Demonstrated exceptional oral and written communication skills;
- Demonstrated organizational skills;
- Demonstrated computer skills.