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# Job Advertisement

**Title: Community and Employer Outreach:** one year contract with strong possibility of renewal

**\*\* This position requires fully bilingual (French/English) individual who is proficient and fully fluent in both written and verbal communication.**

**Department:** Community Employment Resource Centre-CERC. This position will work between 2 sites as required at 415 Hazeldean Road and 550 Old St. Patrick Street

**Salary:** $39,761-$42,182 per year

**Employer:** John Howard Society of Ottawa

**How To Apply:** Rhea Wootton

Email: [rwootton@jhsottawa.ca](mailto:rwootton@jhsottawa.ca)

**Closing Date: Friday, October 10, 2014 @ 12:00pm**

\*\* Please submit full cover letter and updated resume by deadline. Only those selected for an interview will be contacted.

**Position Description:**

*The primary responsibilities of the Community Outreach position include: implementation of the new Canada-Ontario Job Grant, marketing and outreach of CERC services to employers, community partners and individuals, identifying potential employers and maintaining employer relations, developing partnerships for job placements, and maintaining up-to-date knowledge of market labour trends in Ottawa. This position is under the direct supervision of the CERC Coordinator and under general direction of the Employment and Training Department Director.*

**Skill Requirements:**

**Education:**

* University Degree/College Diploma in the social sciences and/ or marketing or other related fields

**Preferred Experience**:

* Experience in social services
* Experience in marketing/sales/social media
* Experience in Community Development

**Essential Job Functions**

* Develop employer relations, prospecting new employers and maintaining existing relationships to facilitate employment and training opportunities for clients
* Responsible for the implementation of the new Canada-Ontario Job Grant
* Engage clients, employers and community partners in our rural catchment areas that include Richmond, Carp, Dunrobin and Constance Bay areas as well as city limits
* Market all of the Employment Service programs to employers, community agencies and job seekers
* Work with clients at main CERC location as well as JHS satellite office on Old St. Patrick
* Process employer job postings, maintain an updated database
* Develop partnerships with community groups to support clients
* Conduct work site visits, assist employers and clients where needed
* Arrange employer and community events including job fairs, information sessions and training sessions based on needs of employer and individuals
* Facilitate workshops at the centre and in the community (schools, libraries etc.)
* Engage clients and market CERC’s services through social media –For example, Facebook, Twitter, Linked In and CERC website
* Coordinate CERC monthly calendar of events with Job Developer
* Develop volunteer opportunities for clients
* Represent the centre at employer groups and associations
* Administrative duties as required by the various programs
* Additional duties as required

**Successful candidates will:**

* Be outgoing, innovative, and enthusiastic, with a passion for assisting others including but not limited to vulnerable populations
* Have excellent networking skills to build relationships with employers, clients and community organizations
* Have strong organizational, time management, negotiation, and administration skills
* Have experience working with justice involved clients and strong motivational interviewing techniques
* Possess strong ability to advocate for JHS client population to secure meaningful employment
* Have good verbal and written communication skills in both English and French
* Have sound knowledge of labour market needs/trends in Ottawa and community resources
* Be knowledgeable of social, environmental, employment and cultural issues affecting individuals
* Must be able to work a flexible schedule to accommodate the needs of clients that will involve some evening and weekend work as required
* Have access to a vehicle and possess a valid Driver’s License
* Have an updated clear Criminal Record Check