



Brampton Multicultural Community Centre

JOB DEVELOPER

INTERNAL & EXTERNAL POSTING

Position Type: Full Time Contract | **Location:** Peel Region | **Hours:** 35 per week

Brampton Multicultural Community Centre (BMC) is a charity, established in 1987, which provides settlement and social services to newcomer, immigrant and the larger community in the Peel Region. Our mandate is to enable less advantaged individuals, families and groups in the community to achieve their potential, improve their life skills, and build their futures. The Job Developer will be working as a member of our Employment Ontario (EO) Team and with other stakeholders to support the community's employment needs within the Region of Peel. The Job Developer will manage ongoing employer relationships to successfully generate and secure employment opportunities for clients, develop and maintain employer databases, arrange job matching and placement, negotiate employer wage incentives and support job retention while maintaining a caseload of clients, which will include individuals facing multiple barriers to employment, newcomers, at risk youth, people with disabilities, Indigenous people and those supported through OW and ODSP.

RESPONSIBILITIES.

- Develop and implement marketing and outreach strategies to connect with employers
- Communicate with potential employers to enhance awareness about the program and employment support services available for them
- Liaise with community professionals and employers to create competitive employment opportunities for clients
- Negotiate Employment and Training Incentives and other supports with employers
- Develop and maintain a comprehensive employer database which includes eligibility, record of site visits, employer profile and all other relevant data
- Analyze and evaluate labour market information on a regular and consistent basis
- Provide culturally sensitive employment services including intake and assessment, one-to-one and group employment counselling and referrals when required
- Monitor all placements, oversee training plan development and conduct on-going follow-up to ensure successful employment outcomes for program participants
- Address financial barriers to client participation in employment and on-the-job training opportunities, by identifying and administering Employment and Training Incentives
- Arrange job fairs and networking events
- Maintain client and employer files as required by EO, including case notes and action plans. The approximate caseload is 150 case per year.
- Evaluate the outcome of the program and the ability to do in-depth analysis
- Attend staff meetings and training sessions as required
- Represent BMC at networking and partnership meetings
- Any other related duties complementary to the job
- Reports to Executive Director or his/her designate

QUALIFICATIONS/SKILLS

- B.A./B.S.W. and/or three years related experience working as Job Developer and/or in a marketing, business
 - Must demonstrate contacts in the business and labour communities
 - Demonstrated knowledge of job development techniques, sales presentations and sales closing techniques, clients matching and marketing techniques
 - Proven experience in working with people who are unemployed and underemployed, and knowledge of the challenges faced by individuals with significant barriers who are entering the labour market
 - Experience delivering trainings and mentoring clients in job development, job search, interview and other related job search skills
 - Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
 - Ability to work with diverse groups of participants and establish rapport successfully
 - Effective report writing ability and conduct program evaluation
 - Strong computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn etc.), Adobe software, and Web based databases (CAMS/EOIS/CTIMS)
 - Fluent in English and ability to speak second language is a definite asset
 - Flexible to work evenings or weekends if and when required
 - Police check is required at your own expense
 - Must own vehicle and a valid driver license, and liability insurance that covers your vehicle to be used for job related travelling as and when needed
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Please submit your resume along with a cover letter in ONE document (PDF, Word or Rich Text Format) referencing

BMC-JC-0192- Job Developer by August 17th, 2021 to:

Human Resources Department
Brampton Multicultural Community Centre
197 County Court Blvd, Suite 303
Brampton, ON L6W 4P6
Fax: 905-874-6100
Email: hr@bmccentre.org

BMC is an equal opportunity employer that promotes the principles of diversity and equity, and adheres to the tenets of the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Accommodations are available upon request; all requests must be made to the HR department in advance.

(WE THANK YOU FOR APPLYING. ONLY CANDIDATES SELECTED FOR AN INTERVIEW WILL BE CONTACTED)