
**Workforce Partnership Specialist
Employment Synergies for Immigrant Women Project
Full Time - 37.5 hrs per week (Limited Term for 12 months)
Competitive salary and benefits package**

The Workforce Partnership Specialist is responsible for supporting employers in hiring and retaining immigrant women.

DUTIES AND RESPONSIBILITIES

- Conduct an assessment of the workplace challenges employers face in hiring and retaining the target population
- Communicate current information on trends in labour market demand and labour supply
- Develop and utilize resources to increase employer connections to labour force (online job portals, employment and skills assessment tools, intake forms, etc.)
- Identify and connect with key employment partners in the targeted sectors
- Develop partnerships with employers to measure project outcomes
- Customize workplace inclusivity presentation and resources based on the employer needs assessment
- Deliver diversity and inclusion presentations to employment partners
- Assess and shortlist potential job candidates
- Promote employment opportunities
- Organize and host job fair and networking events between employers and job seekers
- Submit monthly statistical and written reports

STANDARDS OF PERFORMANCE

- Ensure that professional approach is aligned with CIWA values
- Maintain a positive working relationship with all staff and volunteers of CIWA
- Maintain a positive image and professional work habits and represent CIWA in a professional manner
- Demonstrate a high level of initiative and enthusiasm
- Maintain confidentiality at all times
- Demonstrate a high level of administrative and IT capacity

QUALIFICATIONS

- Post-secondary education in a relevant program. A Career Development professional designation is an asset
- Experienced working with various stakeholders
- Knowledge and experience in the hiring and recruitment of employees
- Innovative with the ability to take initiative
- Problem-solving and critical-thinking skills
- Intermediate skill level in Microsoft Office (Word, Outlook, PowerPoint, Excel)
- Experience with Salesforce is an asset
- Professional, driven, charismatic, reliable, and confident individual who thrives under pressure

Pre-employment requirement: Successful candidate must clear Police Check including Vulnerable Sector Check.

If you are looking for a rewarding career in an environment that is collaborative, innovative, and supportive please forward your cover letter and resume to:

Human Resources

Calgary Immigrant Women's Association
Suite 200, 138 - 4th Avenue SE
Calgary, AB T2G 4Z6
Email careers@ciwa-online.com

The Calgary Immigrant Women's Association is an equal opportunity employer and actively seeks candidates from diverse backgrounds. We thank all interested candidates in advance but only those selected for an interview will be contacted.