

JobStart, a non-profit agency serving the GTA since 1980, provides a range of employment, mentoring, training and settlement services to job seekers including adults, foreign trained professionals, newcomers to Canada, persons with disabilities, youth and students at three locations in Toronto. We also provide a range of recruitment services for employers. Our Mission: JobStart empowers clients and employers to maximize their potential through participation in a variety of career and personal growth programs and services.

Job Title: **Summer Job Coach** – (Non Bargaining Unit Position)
(3 Summer Contract Positions - Pending Funding)

Supervisor: Manager, Programs and Services **Location:** 219 Dufferin St. Suite 1C

Key Responsibilities:

The successful candidate will demonstrate excellent interpersonal and teamwork skills and will provide superior customer service, highly developed problem solving and organization skills to fulfill the following responsibilities:

- Providing group and individual support and assistance to students such as resume writing, interview techniques etc. to help students find summer employment
- Outreach to new and existing employers to identify summer employment opportunities
- Performing outreach activities to and liaise with schools and community referral sources to stimulate client referrals
- Assisting in the planning and execution of job fairs, special events and community presentations
- Supporting job placement activities by placing clients in jobs that are appropriate to their employment goal
- Monitoring placements through regular contact with employers and clients by conducting appropriate follow up phone calls and documenting contact according to contractual agreement and service agreements;
- Assist in scheduling, preparing for and facilitating job search workshops and community presentations utilizing a variety of multimedia tools.
- Maintaining client and employer files according to the established Employment Ontario and management information systems and procedures, while adhering to privacy and confidentiality requirements.
Updating information/records on management information systems and assisting in compiling monthly reports

Qualifications:

- Currently working on degree / diploma in Employment/Career Counselling or post-secondary education in social service / human services field **AND** Planning on returning to school in September.
- Previous experience working with youth an asset
- Knowledge of current Labour Market, Employer Expectations, Health & Safety, Crisis Intervention and First Aid Certifications is an asset
- Experience with group facilitating / public speaking with good decision making, judgment and problem solving skills
- Strong skills utilizing all Microsoft Office Applications
- Excellent listening, communication and customer service skills with attention to detail and good judgment
- Demonstrated ability to work within a team environment with limited supervision, well organized, team player
- Ability to learn quickly, adaptable, flexible, resourceful with the ability to set and meet deadlines and targets
- Valid driver's license and access to a vehicle is an asset.

Hours of Work: 35 hours per week (evening hours and weekends are periodically required)

Duration: April 30th, 2018 – August 31st, 2018 (Pending Funding Approval)

Salary: \$14.00 per hour

Closing Date: April 13th, 2018

Apply to: Khadija Ellis – Manager, Programs & Services
Email: k.ellis@jobstartworks.org

The above statements are intended to describe the general nature and level of work applicable to this position and are not intended to be an exhaustive list of all responsibilities, duties and skills required.

JobStart welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

JobStart strives to represent the diversity of the community in our hiring practices.

Only those who meet the qualifications above will be considered for this position and invited to an interview.