

**Internal/External Job Posting**

**Part-time Temporary**

## **Employer Engagement Coordinator**

**Employment and Learning Centre**

**POSITION SUMMARY:** The *Employer Engagement Coordinator* is responsible for developing collaborative partnerships with community agencies and businesses to build employer relationships. This position supports participants in Employment & Learning Centre programs by facilitating employer connections through such activities as job shadow opportunities, employer events and job fairs. This person is an integral member of the team, supporting continued development, participant success and facilitating a wide variety of stakeholder connections. This is an in-scope position.

**POSITION REPORTING:** Reports to Manager, Employment Services

**HOURS OF WORK:** Part-time, 20 hours per week

### **MAJOR RESPONSIBILITIES:**

- Work closely with employer partners to maintain communication and facilitate client connections
- Create new links to and build professional relationships with Saskatchewan companies to encourage participation in Employment & Learning Centre programs through various employer events (i.e. employer information sessions, hiring events, job fairs, guest speaking, workplace tours)
- Continually seek input and information from internal and external stakeholders as to current needs of clients and employers
- Identify barriers and work with stakeholders to reduce risk and influence positive changes
- Identify labour market needs and establish opportunities to support them
- Collaborate with employers to provide job shadow opportunities for Employment & Learning Centre programs to support clients based on individual employment plans and arrange employer events
- Liaise with employers and employment counsellors to monitor and evaluate progress so as to determine and provide job maintenance supports
- Work with clients and employers to complete workplace evaluations and employer surveys
- Manage and effect all internal employer networking events including evaluations

### **QUALIFICATIONS AND EXPERIENCE:**

- University degree (preferred), or an equivalent combination of related education, training, and experience
- Areas of considerable work experience to include: human resource management; program planning, coordination and evaluation; research; adult education facilitation and evaluation; program and curriculum development; report writing; event planning; one to one client work in career development role; securing and managing job shadows; supporting independent job search skill building
- Experience or background in community development and outreach
- A strong understanding of labour market and employment trends in Saskatchewan
- Proven success in marketing individuals to employers for work experience and employment opportunities

- Computer skills: MS Office, Zoom, Microsoft Teams, Google Classroom, database maintenance, word processing, email, and file management
- An understanding of, and commitment to, the philosophies of the YWCA Saskatoon

**WAGE:** \$21.89 per hour (Program Coordinator wage grid- Step 1)

This is a part-time, 3-month temporary position with a projected start date of November 4, 2024 and an end date of February 2, 2025. Please note that SEIU-West is the union and bargaining agent for all in-scope employees. Applications in the form of a resume and cover letter outlining qualifications and experience relevant to the position's responsibilities will be accepted until **4:00pm Tuesday, October 29, 2024** and should be forwarded to:

Joanne Fogarty – Director, Employment & Learning  
Email: [jfogarty@ywcaskatoon.com](mailto:jfogarty@ywcaskatoon.com)

For a complete job profile, please email [jfogarty@ywcaskatoon.com](mailto:jfogarty@ywcaskatoon.com).

*YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.*