

CultureLink Settlement and Community Services

Opening #

Employment Specialist/Facilitator Program Worker

IT Security Bridge Training Project

Classification A: 35 hours/week Internal and External Posting

Start Date: February 1, 2018 March 29, 2019 (with possibility of extension)

Internal Posting Date: January 2, 2018

Job Summary:

CultureLink is seeking a full-time Employment Specialist/Facilitator Program Worker to support the delivery of job-related workshops and supports to newcomer IT professionals in its IT Security Bridge Training project. The IT Security Bridge Training project offers CISSP training, mentoring, networking opportunities, help with resumes and interviews, community supports and insight into the Canadian workplace.

CultureLink is a settlement and community organization with close to 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity.**

Major Responsibilities / Tasks:

- Develop and deliver workshops in such areas as soft skills, resume critiques, interview practice, workplace communications and other areas of identified need.
- Screen, interview and obtain police reference checks for mentors.
- Arrange guest speakers to come in and provide comprehensive overview of IT Security sector.
- Conduct evaluations of all workshops with each cohort, incorporate suggestions made by advisory panel, make recommendations based on feedback and implement changes as needed.
- Provide orientation and overall support to mentors on an ongoing basis.
- Coach and assist mentors with relationship building, problem-solving and conflict resolution.
- Work with Administrative Assistant to match each newcomer with a mentor.
- Provide one-on-one support for students and graduates on an ad hoc basis in such areas as interview practice and job strategies.
- Keep track of student attendance in non-technical workshops.
- Other duties as assigned by Manager.

Qualifications:

- Post-secondary diploma in Social Services or Social Sciences or related field with a minimum of 3 years of experience working with newcomers and refugees, or a combination of equivalent education and/or experience.
- Good track record in newcomer outreach and recruitment.
- Solid knowledge and experience working from an Anti-Oppression framework; understanding of anti-racism and anti-discrimination practices.
- Excellent written and oral English communication skills.

- Strong presentation skills.
- Experience with training and workshop design and facilitation and familiarity with adult learning.
- Knowledge of various community based resources in Toronto.
- Strong skills in relationship building, problem-solving and conflict resolution.
- Vulnerable Sector Police record check is required.

This position is remunerated at \$26.74 – \$27.27 per hour. The *deadline* for internal applicants is Monday, January 9, 2018 at 9:00 am. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

If you are interested in this position, please submit your cover letter and resume by email to the HR Administrator at jobs@culturelink.ca, quoting reference number CLU-2018-?. For more information visit www.culturelink.ca.

This is a Bargaining Unit Position