

We are looking for an Employment & Retention Specialist to work out of our downtown office.

Employment & Retention Specialist –

- Find and foster relationships with Calgary based organizations – positioning Champions the brand as a placement service of choice for employers. Including **direct marketing** and **cold-calling** potential employers.
- Developing and expanding a **Work Experience Program**
- **Assist clients** in finding employment opportunities by working with them on **lead development**, and job search activities
- Act as **first point of contact for employers** and clients after placement has been secured for any employment supports required. This includes **job coaching**, individual client sensitivity/disability awareness training, Employment Success Plans, **Retention Plans**, and **employment follow-up** with the client and employer.
- Working with a team to reach **government contracted outcomes**.
- Updating internal and government **database** as required.

Key Result Areas:

1. Fostering relationships with employers
2. Supported job search
3. Direct job placements
4. Follow up services to ensure employment retention – including job coaching
5. Inclusion session workshops/presentations

Qualifications –

- Highly motivated and innovative
- Understanding of Calgary labour market and workforce initiatives
- Sound knowledge of diversity, inclusion strategies and persons with disabilities
- Minimum of two years experience in the field of job development and employment retention related to employment of persons with disabilities.
- Proficiency in Microsoft Office and experience with databases
- Excellent presentation, communication and interpersonal skills
- Proven experience in conflict resolution, mediation and problem solving.
- Ability to travel to employer sites with own vehicle
- Must project a professional image.
- Related post-secondary degree and/or relevant experience.
- Preference will be given to candidates with experience in ASL

Please forward your resume & cover letter by March 8th to jointheteam@championscareercentre.org. While we appreciate all applications, only those who meet our specific hiring criteria will be contacted. No phone calls please.