

**We're Hiring!**

**Posting:  
A21796**

**Job Developer  
Full-time  
(35 hours per week)**

**Women Empowerment &  
Employment Readiness**

### Options Community Services Society

We are a non-profit registered charity providing social services primarily in Surrey, Delta, White Rock and Langley. We believe in helping people help themselves. We believe in collaborating with individuals, businesses, community groups and government to create focused, effective and responsive resources for the community.

We envision a healthy community as a safe and clean environment where we all have a sense of belonging. It is a place where each of us has the opportunity to work and learn, and to develop and realize goals that are meaningful and fulfilling.

WEER - Women Empowerment & Employment Readiness is a program to provide comprehensive skills training delivered through a blended (online & in-person) learning model and customized related supports to vulnerable immigrant and visible minority women to empower them with the skills, knowledge, experiences, networks and resources needed to build resiliency in their economic integration in Canada.

The Job Developer supports clients in job search activities and promotes clients to employers to generate job leads and secure unpaid work experiences, paid employment, volunteer positions and/or on-the-job training.

### HIGHLIGHTS OF KEY RESPONSIBILITIES

- Work collaboratively with Project Lead, Project Facilitator and Project Officer to ensure that project services are up-to-date, innovative and meet the needs of the clients and project outcomes/targets, including monitoring of data quality, data integrity and performance outcomes as per funder expectations.
- Achieve outcome targets for unpaid job placements and report to Project Lead.
- Contact and network with employers to build relationships and generate appropriate leads for both Work Experience and Employment opportunities.
- Build and maintain an extensive employer database.
- Remain current on local labour market trends and effective job search approaches.
- Create employment opportunities including informational interviews, job shadowing, volunteering, on-the-job training; monitor employer site visits.
- Provide coaching and follow-up support as needed to assist clients with work experience/job retention.
- Document and maintain up-to-date client action/learning plans regarding client interaction and interventions.

**NOTE: Applicants not selected for an interview will not necessarily be notified.**

Posted: 21-Apr-23

## QUALIFICATIONS

### Education, Training, and Experience

#### Must have:

- Business Administration or Marketing Degree/Diploma or a combination of relevant training and experience.
- Career Development Practitioner Certificate from an accredited college or equivalent combination of education and experience within the employment field.

#### Knowledge Skills and Abilities:

- Ability to write and format current industry standard resumes.
- Strong level of computer proficiency; including Microsoft Word, MS PowerPoint, internet/email, scanning skills, various virtual conference platforms

*Successful candidates will be required to provide a current and satisfactory Criminal Reference Check/Vulnerable Sector Search preceding your start date.*

*Applicants with lived experience are strongly encouraged to apply.*

**CLOSING DATE:** Resumes will be reviewed starting **April 29, 2021** but the posting will remain open until filled and will close without notice.

**PLEASE APPLY TO:** Jenny Lam, Senior Manager  
Options Community Services Society

Email: [Jenny.Lam@options.bc.ca](mailto:Jenny.Lam@options.bc.ca)

Please include a cover letter indicating the posting number [#21796] and detailed resume outlining your qualifications and related experience for the position.

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