



INTERNAL/EXTERNAL JOB POSTING

Position Title:	Employer Engagement Officer
Location:	400 Cooper Street, Suite 2000, Ottawa, Ontario
Scheduled Weekly Hours:	35
Contract Term:	January 2022 – March 31, 2024
Salary/Rate:	\$27.35 per hour

About OCCSC

The Ottawa Chinese Community Service Centre is a non-profit, non-partisan, charitable organization committed to advancing the full social and economic integration and participation of newcomers, immigrants, refugees, and people of Chinese descent in the City of Ottawa.

Position Overview

The Employment Engagement Officer will recruit and build partnership with employers in order to sustain employer engagement while supporting training delivery, training evaluation, assessment, and reporting of the project.

Main Responsibilities:

- Recruit and build partnership with employers through cold calls and visits in order to sustain employer engagement
- Support training delivery, training evaluation, assessment, and reporting
- Work with the Project Manager to develop and execute an effective outreach strategy targeting appropriate clientele
- Based upon program eligibility requirements, recruit at least 30 employers to the program
- Engage, network and build partnerships with local small medium size enterprises (SME) employers through focus groups, townhalls and roundtable events
- Meet with selected employers and their employees to conduct need assessments
- Engage sector councils, professional user groups and prominent executives for the exposure of the program. No Staffing Agencies
- Select two (2) employers to pilot in house “Skills for Success” training for their teams
- Meet with selected employers and their employees to further assess their needs, using focus groups and surveys
- Organize a national employer town hall to consolidate the findings of the employer engagement events

Qualifications and Experience:

Education

- Successful completion of post-secondary education, or equivalent combination of education and work experience in HR or Training.

Knowledge and Experience

- Minimum two-three (2-3) years of work experience in the recruitment field or similar role
- Experience in sales and human resources an asset
- Experience and proven network with local employers
- Knowledge of local labor market, education/training systems and resources
- Passionate about creative employer engagement and a solid closer
- Well organized, works well under pressure and a proactive team player
- Proficiency with current computer applications including the MS Office Suite, Zoom and databases

Skills

- Fluency in English is essential
- Fluency in French or other languages an asset
- Strong written and verbal communication skills
- Highly developed interpersonal skills: positive, enthusiastic, collaborative, and solution-focused

Application Process & Deadline: Please send a cover letter and a resume formatted as [Last Name, First Name for POSITION] to hr@occsc.org by January 25, 2022 by 5:00 p.m.

The Ottawa Chinese Community Service Centre is an Equal Opportunity Employer. In accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code, the Ottawa Chinese Community Service Centre will provide accommodations to applicants with disabilities throughout the recruitment, selection and/or assessment process. If selected to participate in the recruitment, selection and/or assessment process, please inform us of the nature of any accommodation(s) that you may require.

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application. Only candidates selected for an interview will be contacted.