



Ottawa Chinese Community Service Centre

渥太華華人社區服務中心

400 Cooper Street, Suite 2000, Ottawa, Ontario K2P 2H8 Tel: (613) 235-4875 Fax: (613) 235-5466

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### **INTERNAL/EXTERNAL JOB POSTING**

**Position Title:** Recruitment Specialist  
**Location:** 400 Cooper Street, Suite 2000, Ottawa, Ontario  
**Scheduled Weekly Hours:** 17.5  
**Contract Term:** As soon as possible – March 31, 2022  
**Salary/Rate:** \$29.23 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 Recruitment Specialist will work closely to help clients from a variety of backgrounds find employment opportunities.

#### **Main Responsibilities:**

- Work closely with the Manager of Employer Engagement at World Skills to meet program objectives
- Pre-screen and endorse suitable, qualified applicants to the World Skills Employer Engagement Team and endorse candidates when there is a good match between the job and candidates' profile. These referrals are expected to increase clients' opportunities for informational interviews and networking connections
- Cater to both high-need and high-skilled clients
- Meet with clients one-on-one to evaluate needs and strengths, thus identifying candidates for current and future job opportunities by participating in Employability Skills Assessment (ESA) events (ad-hoc or scheduled)
- Enhance the employment outcome of JSW and other ISAP-eligible clients. Clients must be registered with World Skills (must ensure that an intake & needs assessment has been conducted)
- Work with the World Skills employer engagement and recruitment team to organize employer events such as targeted recruitment, coaching and networking and the World Skills Annual Job Fair
- Number of clients served: 100-130 annually

- 20-26 clients employed annually (20% of 130)
- Attend professional development sessions relevant to the role (e.g. The HIO Cross Cultural Training that is free of charge)
- Attend team meetings as scheduled

### **Qualifications and Experience:**

#### **Education**

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

#### **Knowledge and Experience**

- Excellent relationship building and outstanding level of client service
- Ability to source candidates via multiple channels
- Knowledge of employment needs of newcomers
- Knowledge of community resources in Ottawa
- Experience planning and facilitating workshops
- Ability to handle multiple assignments at the same time and ability to work independently with minimal direction
- Proficiency with current computer applications including the MS Office Suite, Zoom and databases

#### **Skills**

- Fluency in English is essential
- Fluency in other languages an asset
- 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](mailto:hr@occsc.org). This competition is open until it is filled.

*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.*