

Causeway Work Centre

Business & Employer Engagement Coordinator

Who is Causeway?

Causeway is a not-for-profit agency that empowers ALL people by helping those with mental illness and other challenges find meaningful work. We have a desire to see people treated with dignity and respect. We believe that there is no limit to anyone's potential. By leveraging their talents and abilities, we work to shift society's perspective regarding people whose value has not yet been recognized.

What will I be doing?

As the Business & Employer Engagement Coordinator, you will be working in collaboration with the Employment Services, Programs & Services and Communications & Fundraising teams. You will promote Causeway programs and services by engaging with local businesses, building employer relationships and working with the teams to identify job matching and placement opportunities. You will act as a representative of Causeway at employment events, fundraising initiatives and other community functions. You will develop and maintain an employer database and will act as the liaison between Causeway programs and prospective employment partners.

What will my duties include?

- Develop and implement marketing and outreach strategies to connect with employers
- Communicate with potential employers to enhance awareness about the program and employment support services available for them
- Liaise with community professionals and employers to create competitive employment opportunities for the people that we support
- Collaborate with Causeway teams on training and other supports available to employers
- Develop and maintain a comprehensive employer database which includes eligibility, record of site visits, employer profile and all other relevant data
- Analyze and evaluate labour market information on a regular and consistent basis
- Arrange job fairs and networking events
- Track and evaluate outcome of employer engagements as well as provide recommendations to Causeway teams on improvements to program promotion
- Work with the communications and fundraising team on promotional materials for employers as well as develop employer presentations geared at a business case for participation in Causeway programs
- Attend staff meetings and training sessions as required
- Represent Causeway at networking and partnership meetings
- Any other related duties complementary to the job

What will I bring to the organization?

- Education and/or three years related experience working as a Job Developer and/or in a marketing, and sales
- Must demonstrate contacts in the business and labour communities
- Demonstrated knowledge of job development techniques, sales presentations and sales closing techniques, clients matching and marketing techniques

- Proven experience in working with people who are unemployed and underemployed, and knowledge of the challenges faced by individuals with significant barriers who are entering the labour market
- Well organized, team player who is able to take initiative, manage change/transitions with the ability to prioritize and multi-task and meet deadlines and targets
- Ability to work with diverse groups of participants and establish rapport successfully
- Effective report writing ability and conduct program evaluation
- Strong computer skills (Word, Excel, PowerPoint, Outlook), Social Media (Facebook, Twitter, LinkedIn etc.), Adobe software, and Web based databases (CAMS//CTIMS)
- Fluent in English and ability to speak second language is a definite asset
- Flexible to work evenings or weekends if and when required
- Police check is required at your own expense
- Must own vehicle and a valid driver license, and liability insurance that covers your vehicle to be used for job related travelling as and when needed

Why should I work here?

At Causeway we are focused on building better communities by employing each person's abilities and this starts with our team. When you join Causeway, you can expect:

- A supportive, inclusive and collaborative environment
- Starting salary of \$43,700
- 3 weeks' vacation leave
- Generous sick time, appointment time and statutory holidays
- Additional paid time over the holiday break between Christmas and New Years
- Free access to a full onsite gym
- Group Benefits and Pension Plan (shared by employer and employee)
- Opportunities for professional development, training and continuous learning

How do I apply?

Please send a copy of your resume and cover letter to Sharon Lewis, Director, Programs and Services at slewis@causewayworkcentre.org