

Job Posting: Job Developer - 1 vacancy – Guelph

Overview

As a Job Developer, your main responsibility is to facilitate the employment process for job seekers by establishing and maintaining relationships with employers, identifying job opportunities, and matching candidates with suitable positions. You will work closely with job seekers to assess their skills, interests, and career goals, providing guidance and support throughout the job search and placement process to both the employer and job seeker.

Job Developers play a critical role in bridging the gap between job seekers and employers, contributing to the overall economic well-being of communities.

Qualifications and Responsibilities:

- Post-Secondary Education in related field
- Previous experience in workforce development, job placement, or related fields is preferred
- Familiarity with government employment programs and resources is a plus
- Ability to assess individuals' skills and match them with suitable employment opportunities
- Familiarity with resume writing, interview preparation, and job search strategies
- Experience working with at risk, diverse and disadvantaged populations
- Preferred candidate to have experience working in an Employment and or Job Development and be comfortable cold calling and making employer visits
- Looking for candidates with excellent **networking and communication skills**
- Good community knowledge of services and how to access them. Liaise with other agency staff to co-ordinate supports for clients
- **Must have** strong organizational and administrative skills as the position requires entering data in the administration databases, case note writing, online file maintenance, accurate documentation for government funded programmes, and regularly following up with clients and employers
- Must have valid driver's licence and access to a reliable vehicle during working hours
- This position is part of multiple disciplinary team and collaboration and supporting each other is required daily
- Practiced in workshop facilitation and community presentations
- Must have a passion for working with people and community collaboration
- Ability to manage and engage in the organization's social media platforms including; content uploads and engaging audience

This position is 35 hours per week, and may require, on occasion, working evenings as required. Compensation is 55,838. per annum plus mileage and benefits after 90 day probationary period.

Please note: Due to the nature of this position the work is in person.

Main Guelph Office
177 Norfolk Street
Guelph, ON N1H 4K1
tel: 519-823-2440
fax: 519-823-2691

Youth Resource Centre
435 Stone Road West
Suite 213 - 2nd Floor
Guelph, ON N1G 2X6
tel: 519-823-2818
fax: 519-823-7909

Fergus & Wellington County
160 St. David Street South
Unit 104
Fergus, ON N1M 2L3
tel: 519-843-5513 or
1-800-478-0961
fax: 519-843-3784

How to Apply:

Please submit **cover letter and resume**

- **By fax 519-823-2691**
- **Or email directly to info@2ndchance.ca**

By Email: email address available on our website at www.2ndchance.ca under the "Contact Us" tab
<https://2ndchance.ca/contact-us/>

Start Date: ASAP

Closing date: February 1st 2024

**2nd Chance Employment welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process. We are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability or age.*

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