

ETHOS Career Management Group Ltd. is looking for a Job Developer for our *QmunityWORKS Program*. The Job Developer will be responsible for **virtually** assisting clients located in different communities north of Bowser with finding sustainable employment. This position reports to the Chief Administrative Officer and works in conjunction with the program Employment Counsellor and Facilitator.

QmunityWORKS is a free government-funded **virtual** learning program that provides employment supports, job readiness training, employment counselling and job development for those who identify as being members or allies of the LGBTQ2S+ community facing multiple barriers to employment. *QmunityWORKS* creates a safe on-line learning environment for everyone to belong and be heard while creating gainful job opportunities.

The Job Developer assists participants to connect with appropriate employment. Through developing a professional relationship with the employer community and other service providers who deal with employers, the Job Developer identifies and assesses employment opportunities for participants. The Job Developer's main responsibilities include: marketing the *QmunityWORKS Program*; connecting with local employers to research/generate employer-based work experience, community experience or volunteer placement activities, job shadowing and information interviews; matching participants with suitable employment opportunities; facilitating curriculum feedback sessions and other employer-based feedback; supporting clients on the job site until self-sufficient; and, follow-up support services.

Essential Qualifications and Required Skills:

- Relevant Post-Secondary education in Business, Education, Human Resources or a related field, plus business-related training in job development, marketing and communications or equivalent combination of experience and education
- Business experience and existing contacts with the North Vancouver Island employer community
- Work experience in job development, recruiting, marketing, sales and promotion
- 3 to 5 years' experience working with diverse client groups
- Strong technical skills and conversant on digital and social media applications

For a full job description please see our website: www.ethoscmg.com

Job Type: Part-time; Permanent

Hours: 22.5 hours per week

How to Apply: Please email a cover letter and resume to: hr@ethoscmg.com

Closing Date: Open until filled

***We thank all applicants for their interest in ETHOS Career Management Group Ltd.
Only short-listed candidates will be contacted.***