

EMPLOYER ENGAGEMENT & COMMUNICATIONS SPECIALIST CALGARY REGION IMMIGRANT EMPLOYMENT COUNCIL (CRIEC)

AccessHR is pleased to partner with our client, Calgary Region Immigrant Employment Council (CRIEC) in the recruitment of a full-time Employer Engagement and Communications Specialist.

ABOUT CRIEC

The Calgary Region Immigrant Employment Council (CRIEC) is a robust, fun, 10-person not-for-profit organization with big plans for growth. In a nutshell, we assist newcomer professionals with developing and executing strategies leading to successful employment outcomes. Our vision is a welcoming community that encourages, fosters, and enables every person to reach their potential.

3 Key Pillars

1. **Mentorship Program** - Match newcomer professionals with volunteer Mentors
2. **Mentor Engagement** - Work with organizations to recruit, train, and coach Mentors
3. **Employer Engagement** - Work with employers to increase their readiness to attract, recruit, and retain newcomer professionals.

POSITION SUMMARY

The Employer Engagement & Communications Specialist will report to the Executive Director and will have an entrepreneurial mindset. You will lead all mentor recruitment efforts, cultivate and steward relationships with employers, and onboard new mentors through group and individual training sessions.

You will work with the Executive Director to develop and execute on an outreach and engagement strategy including the development of a work plan and key performance indicators.

DESIRED TRAITS

1. **Results Oriented:** Drive to deliver high-quality results
2. **Collaborative:** Collaborate transparently, share information, and actively listen to other perspectives
3. **Accountable:** Dependable and responsible
4. **Takes Initiative:** Find a way forward when there may be no guiding precedent
5. **Values:** Lead with integrity and honesty and genuinely cares about people
6. **Organized:** Planful; ability to work on multiple projects simultaneously and meet deadlines
7. **Adaptability:** Open to change and adding additional projects and priorities as needed
8. **Diversity and Inclusion:** Promote a collaborative and supportive environment where individuals have a sense of belonging and feel respected and valued for their contributions

KEY AREAS OF FOCUS

- Develop and manage an employer engagement program; create and facilitate presentations to key organizations on the value and power of mentorship
- Plan activities and strategies to recruit volunteer mentors for the mentorship program
- Source and recruit new mentors to work with newcomer mentees
- Screen, assess, on-board, and coordinate training for new mentors, provide ongoing support
- Create opportunities and events to engage mentors and employers
- Lead initiatives to develop and execute on learning, sharing, and networking activities for mentors and mentees including events, presentations, and panel/discussion groups
- Develop evaluation plans and streamline existing mentoring processes
 - Produce mentorship content for social media and monthly newsletter
 - Support Mentoring Partnership Coordinators in matching mentors and mentees
 - Maintain database of mentors and employers

EXPERIENCE, EDUCATION, AND QUALIFICATIONS

- 3+ years' experience in a program or project coordination role with demonstrated success in setting and achieving targets
- Post-secondary graduate in Community Development/Social Work, Social Sciences, Business, Management, Education, Marketing, or a related field
- Experience coordinating events and workshops including conducting research for venues and speakers, preparing agendas and promotional materials, securing participants, preparing attendee information packages, coordinating with vendors, and following up
- Diverse network including multi-sized businesses, academics, and other non-profit organizations; enthusiastic about developing business relationships and delivering proposal presentations
- Eager to create agendas and facilitate panels, discussions, and Q&A sessions
- Kind and approachable while achieving desired outcomes
- Microsoft Office proficiency with the ability to quickly learn new applications
- Planful and organized with the ability to be adaptive and flexible as needed

ASSETS

- Experience working with Calgary-based non-profit organizations
- Experience working with and/or mentoring newcomer professionals
- Knowledge of project management principles and methodologies
- Knowledge of program charters, logic models, and other program performance management tools
- Extensive network of business contacts; understanding of Calgary region labour market

WHAT WE OFFER

- Competitive compensation plan including flex days, volunteer time off, and benefits plan
- Beltline office space with hybrid work
- Opportunity to be part of a team that is committed to growth and success for reasons other than the bottom line
- Chance to be part of an organization that supports newcomers with landing in roles that match their skills and experience and, as a result, help drive Canada's economic growth and success
- Opportunity to clearly see the positive impact of your efforts and activities

APPLY

Interested candidates are invited to apply with a **cover letter and resume by email to recruiting@accesshrinc.com. Please indicate “Employer Engagement & Communications Specialist” in the subject line of your email.** The position posting will close at **11:00 pm on December 5th, 2022.**

All applicants will receive a response and candidates under consideration will be contacted directly.

We encourage applicants from diverse backgrounds to apply as CRIEC is committed to offering a diverse and safe workspace free from discrimination. All applicants are considered regardless of age, gender, race, disability, sexual orientation, gender identity or expression, or religion.