Employment Coordinator
Part Time Contract Job Opportunity

Who we are:
iHuman Youth Society ("iHuman") is a non-profit organization operating since 1997 whose mission is to serve marginalized youth; promoting their inclusion in the community through crisis intervention, arts, mentorship, and life skills development programming.

iHuman embraces everyone. From cultivating a culture where all employees can bring their best selves to work to deploying diverse initiatives that support our youth, we're doing what it takes to build a more equitable workplace and world. Our name comes from an Inuit term identifying the symbiotic relationship of the individual within the collective community; 'one for all and all for one'.

What we can offer you:
Working at iHuman, you will work in a creative work environment to impact vulnerable and marginalized youth and their families positively. We work within the values listed on our website: https://ihuman.org/careers.

About the Role:
Reporting to the Executive Director, the Employment Coordinator will work with youth to identify career goals and provide them with resources and other supports to meet those goals. The Coordinator will regularly connect with employers, academic institutions, and vocational institutions to seek suitable opportunities for the youth, and will also invite external experts for workshops to support youth to be successful in their careers.

This is a part time position working 22.5 hours/week for a 10 month contract. Employment may be extended if funding is available.

What you would do:
- Through one-on-one sessions, assess skills, knowledge and goals of the youth and create an employment plan
- Support youth in resume building, job search skills, interview techniques and professional communication
- Provide information on job market trends
- Source job opportunities that match the skills of the youth
- Ensure youth understand reasonable workplace accommodations and how to request them
- Maintain regular contact with youth after they are hired and monitor their progress
- Oversee grant funded employment programs as required
- Work collaboratively with iHuman's Registered Social Workers (RSWs) and counsellors to develop individualized support plans for youth preparing to age out of services within the next six months
- Receive mentorship from the Outreach Manager and Human Resources Consultant

- Proactively build connections with potential employers and community partners to source accessible employment opportunities
- Organize presentations for employers to encourage inclusive recruitment
- Educate employers on the importance hiring youth who face barriers
- Create and regularly update database of potential employers and job opportunities
- Maintain accurate records of youth accessing services and external stakeholders
- Other duties as assigned

Qualifications:

- Experience working with at-risk youth
- Experience in workforce development or job placement
- Degree or diploma in Child and Youth Work, Social Work, Education or relevant field and/or equivalent experience
- Familiarity with supporting youth involved with Child and Family Services (CFS) and the youth justice system would be an asset
- Excellent communication skills and ability to build rapport with youth, employers and community partners
- A thorough understanding of labour markets, disability rights, and inclusive employment practices
- Skilled at using databases and employment software
- Cultural Competency
- Strong demonstration of skills in adaptability and flexibility in a dynamic environment
- Basic competency using MS Office and with Mac and PCs
- A clear criminal record check and vulnerable sector check

Hourly Wage: $22/hour

Closing Date: Until Suitable Candidate is Found

To Apply:

Please send a cover letter and resume in one document (Word doc or PDF) to the iHuman HR Consultant, at violet@ihuman.org. In your cover letter, please include your availability to work. Please include the "Employment Coordinator" in the email's subject line.

We appreciate your interest. Only candidates selected for a prescreen will be contacted.