

Employment Coordinator | 16 – 21 hours/week;
\$22.40/Hour
Permanent Part Time



Quint Development Corporation is a dynamic community-based organization that fosters sustainable development and positive change in Saskatoon's core neighbourhoods. Our team is passionate about creating opportunities and improving the quality of life for residents in the neighbourhoods we serve. Through the **Core Neighbourhoods At Work (CNAW)** program, we support individuals in their efforts at obtaining employment, training and education.

We are looking for a skilled and dynamic individual to fill the **Employment Coordinator** Position- weekly hours/schedule will be negotiated with the right candidate. This person provides one-on-one support to registered job seekers in the following areas:

- Resume writing and cover letter development
- Job readiness skills and job search strategies
- Interview preparation and follow-up
- Identifying vocational goals
- Identification of educational and training options
- Ongoing case management
- Accessing community supports to address employment barriers

In order to excel in the job, an Employment Coordinator must:

- Assess a person's skills and abilities, employment interests and barriers to successful employment to determine employment needs
- Develop, together with participants, an action plan with individual short and long term goals, along with clearly articulated steps and strategies towards achieving these goals
- Understand and identify circumstances, events and behaviours that have created limiting patterns and barriers in the ability for participants to secure employment
- Assist individuals in accessing pre-employment supports such as childcare, transportation, housing, etc.
- Understand current local labour market trends, community services and education and training opportunities/resources
- Maintain participant files to assist in case management of individuals, including ongoing follow-up
- Be able to work and understand the needs of marginalized communities
- Have strong communication skills and the ability to build rapport with participants

What will set you apart:

- Knowledge of pre-employment support methods

- Proved experience working with a diverse population
- Understanding of community economic development practices
- Solid knowledge of the local labour market, workplace practices, and job search strategies
- Strong computer skills in a Microsoft applications
- Excellent documentation and reporting skills, with specific attention to detail
- Post Secondary Degree in Social Sciences or Social Work and/or equivalent work experience
- A valid driver's license and access to a vehicle required

Quint Development Corporation strives to employ a workforce that is representative of the neighbourhoods in which it operates. The successful candidate will be required to provide a criminal record check that includes a vulnerable sector search. To apply, send your **resume and cover letter** by **12:00 p.m. June 13th 2025** to:

Quint Development Corporation

101-1120 20th Street West

Saskatoon, SK. S7M 0Y8

Facsimile: (306) 683-1957

Email: miali@quintsaskatoon.ca

Strong candidates may be contacted for an interview prior to the closing date