

Employment Coordinator | \$22.40/Hour

Permanent Full 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 **Job Developer** to work 1-1 with CNAW job seekers to connect CNAW job seekers to meaningful employment opportunities. This person will work alongside Employment Coordinators and will be a key player in creating pathways to employment through employer engagement, job matching and advocacy.

Key responsibilities:

Job Development duties

- Employer engagement and partnerships
- Job matching and placement
- Coordinating hiring events and employer initiatives
- Serve as a liaison between employers and job seekers.
- Pre-/post-employment support and job coaching

Employment Coordination duties

- Resume writing and cover letter development
- Provide individualized ongoing support for job readiness skills and job search strategies
- Interview preparation
- Identifying vocational goals
- Identification of educational and training options, and access community supports to address employment barriers
- Ongoing case management and follow-up

In order to excel in the job, a Job Developer must:

- Be able to work with and understand limitations and barriers facing marginalized community to secure employment and actively engage in the labour force
- Build and maintain employer network across various industries, and collaborate with employers to create customized hiring pathways and opportunities aligned with job seeker skills and goals.
- Understand current local labour market trends, community services and education and training opportunities/resources

- Assess a person's skills and abilities, employment interests and barriers to successful employment to determine employment needs
- Possess critical thinking to be able to find innovative ways to address the needs and challenges of job seekers and provide advocacy accordingly
- 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
- Maintain participant files to assist in case management of individuals, including ongoing follow-up
- Have strong communication skills and the ability to build rapport with participants

What will set you apart:

- Knowledge of pre-employment support methods and job search strategies
- Proven experience working with a diverse population
- Understanding of community economic development practices
- Solid knowledge of the local labour market, workplace practices, labour law
- Understand cultural humility, trauma-informed practice and strength-based approach
- 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. October 10th 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