

Employment Specialist for a Young Adults at Risk Program with Buxton Consulting Ltd

3 positions – Fraser Valley, BC

Provide Employment Services assistance, including:

- Intake and assessments; action plan development; pre-employment services, supports and coaching; job search assistance; indigenous cultural components
- Develop Skills Training plans, including: short-term skills training; occupational skills training; soft skills training; essential skills and on the job training
- Coordinate Employment Experience Services, such as: wage subsidy; direct employer supports; post job placement supports
- Administration of participant financial supports
- Assist in designing marketing materials, including: social media platforms
- Liaise actively with employer and project partners and referral services
- Conduct outreach and navigation with community service organizations
- Assist in completing reports and evaluation procedures
- Working with individuals with complex barriers and a broad range of cultural backgrounds
- Building partnerships with employers, community partnerships and other stakeholders
- Assessing complex client needs
- Solid computer skills; proficient in MS Office suite
- Attend events and provide marketing and promotion on the community
- Observe confidentiality and demonstrate ethical standards

Education/Skills/Experience:

- A minimum of 3 years' acquired experience
- Post-secondary degree or diploma in a relevant discipline
- Computer and administration proficient

Other Qualifications:

- Valid Class 5 Driver's License and reliable vehicle with a clean driver's abstract
- Vulnerable sector criminal record check

Competitive wages and benefits

Please submit resume and cover letter to admin.headoffice@buxtonconsulting.org / erini@buxtonconsulting.org

We thank you for your interest in employment with Buxton Consulting, however, only short-listed candidates will be contacted.

Positions will be posted until filled