

YMCA BC Employment Opportunities

Opportunities to learn, lead, and grow.

EMPLOYMENT SERVICES

Position: Employment Placement Specialist

Location: Kamloops Work BC Offices

Compensation: \$29.32 per hour + benefits

Schedule: Full time Monday—Friday

Placement date: As soon as possible

The YMCA BC- Kamloops has an exciting employment opportunity in our Youth Employment Department. The Employment Placement Specialist, - External. This position will primarily work with employers recruiting employees.

The successful candidate will work physically in the Work BC /Open Door Group Office and report to both the Employer Engagement Manager with Work BC and the Director of Communities with YMCA BC- Kamloops.

Major Responsibilities and Abilities:

Employer Engagement: Actively build relationships with local employers to match clients/candidates to job opportunities. Providing post-hire support to employers to promote the long-term employment placements of clients.

Client Service: Understanding of the labour market and recruitment and retention strategies

Administration: Completing and maintaining accurate related records, documentation and reports on client and job candidate progress and employer activities. Liaising with the program funder and other stakeholders regarding relevant client information.

Other Duties as Required: Other duties as required to fulfil the needs of the clients and the contract deliverables.

Qualifications:

- Diploma in Sales, Marketing, Business Administration or Community Social Service, or a related field;
- Recent, related experience of three (3) years;
- Or an equivalent combination of education, training, and experience.
- CCDP Certification considered an asset.
- Valid BC driver's license required and access to a motor vehicle.
- ***A satisfactory criminal reference check must be received prior to starting employment.***

YMCA Employment Opportunities

Skills and Abilities

- Knowledge of the local labour market trends and training/employment opportunities
- Demonstrated ability and passion to establish and maintain positive rapport with a diverse profile of people including employers, job seekers, and community in general.
- Demonstrated ability to motivate/coach clients and staff to learn new skills and achieve positive outcomes.
- Time management skills, ability to prioritize; strong organizational skills a must.
- Ability to meet deadlines, manage a varied workload and targets
- Advanced MS Office and database skills; ability to learn and navigate online technology platforms.
- Current Standard First Aid and CPR-C and AED certificate or a willingness to get one in the first 3 months of employment
- Previous experience as a Marketing Coordinator, Sales Representative, Business Administrator, Recruiter or Talent Acquisition Specialist, Job Developer, Case Manager, Career Counsellor or Advisor is considered an asset.

Competencies:

Commitment to Mission, Vision and Values: Demonstrates and promotes a personal understanding of and appreciation for the mission, vision and values of YMCA BC –Kamloops.

YMCA BC is committed to creating an inclusive, accessible environment where all members of our community feel valued, respected, and supported. We encourage applications from the diverse communities in which we live and serve, including but not limited to people of colour, Indigenous people, persons with disabilities, and persons of any sexual orientation or gender identity. We have established policies, procedures, and practices to meet accessibility standards throughout the hiring process. Should you require any accommodation throughout the recruitment process, please do not hesitate to contact our Human Resources department.

Adherence to the YMCA Child Protection Policies and Procedures:

Application Process:

No phone calls.

Please apply via email with cover letter and resume and at least at least 3 professional references to:

Email: maureen.doll@bc.ymca.ca

Only shortlisted applications will be contacted for an interview.

All candidates must adhere to the YMCA BC Child Protection Policies and Procedures:

KamloopsY.ca

Building healthy communities

400 Battle Street, Kamloops BC

150 Wood Street, Kamloops BC