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**RESOURCE CENTRE EMPLOYMENT ADVISOR**

This is a ***Summer Student*** position offering 37.5 hours per week.

The successful candidate will be working towards a diploma or degree in areas of Social Sciences or Social Service Worker. The successful candidate should be confident in their skills, and be committed to maintaining a high level of professionalism.

**Required Responsibilities/Qualifications:**

* Ensuring provision of excellent customer service
* Assisting Job Seekers secure employment
* Performing receptionist/administration assistant duties
* Providing instruction and direction to clients regarding the Resource Centre, including: on-line tools, resume and job search resources, and training and career planning tools
* Responding to client/employer enquiries; contacting employers re: employment opportunities
* Developing and/or facilitating workshops and presentations in the Resource Centre, as well as throughout the community
* Building rapport with employers; monitoring job placements
* Maintaining and disseminating up-to-date knowledge on community services
* Keeping apprised of new developments within local and regional labour markets and available training programs, and disseminating this information to clients
* Coaching individual clients on an as-needed basis
* Maintaining a library of current job postings
* Critiquing clients’ self-marketing tools and referring to appropriate resources within the centre
* Maintaining statistics and submitting daily reports

*Watton Employment Services welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.*

Interested students should submit their applications by **May 04/25** via email:

**Ann Newell, Executive Director**

Watton Employment Services Inc.

**newell@watton.ca**

We thank all who apply; however, only those selected for an interview will be contacted.