



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.