



JOB POSTING: EXTERNAL

Employer Liaison

Program: Employment Services

Location: North York (supports both North York and Scarborough offices)

Contract Length: 2 months with Opportunities for Extension

ACCES Employment is a leader in connecting qualified jobseekers from diverse backgrounds with employers across the Greater Toronto Area (GTA), Ontario, and Canada. ACCES helps more than 56,000 job seekers each year at seven locations in the GTA. As a charitable not-for-profit organization, ACCES provides employment services that connect newcomers, jobseekers, youth, women and refugees to jobs that reflect their skills and experience. We provide over 35 customized job search programs that meet the unique needs of our jobseekers. Our vision is to achieve a fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

We are looking for skilled talent who thrive in a flexible and innovative environment. ACCES offers an excellent benefits package, an RRSP matching program, and an Employee & Family Assistance Program.

This position is mainly responsible for the creation of employment opportunities for ACCES clients. The Employer Liaison in this position works alongside the ACCES Employment Consulting team and will work closely with all community partner agencies and employers.

Duties and Responsibilities:

- Develop and implement marketing and outreach strategy to employers
- Liaise with community professionals and employers to create competitive jobs and employment opportunities
- Monitor all placements, oversee training plan development and conduct on-going follow-ups to ensure successful employment outcomes for program participants
- Integrate work with all ACCES staff, in particular with the Employment Consultant team
- Provide employment preparation and employability group sessions and individual resource centre support when required
- Provide culturally sensitive employment services including intake and assessment, one-to-one and group employment counselling and referrals when required
- Arrange job fairs and networking events
- Other duties as assigned by management

Qualifications and Experience:

- Business Degree or equivalent
- 3 or more years' experience in job development, employer outreach, employment counseling and/or recruitment
- Excellent written and verbal communication skills
- Understanding of labour market information and trends and in-demand occupations
- Experience in the not-for-profit sector and/or employment sector is preferred
- Demonstrated ability to work and co-operate in a team
- Strong organizational, planning and time management skills
- Able to facilitate group activities



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- Effective networking skills
- Experienced and highly proficient working in an MS Office environment and with online virtual meeting platforms such as Zoom, WebEx and Microsoft Teams
- Familiarity with online platforms and database management programs (i.e., Salesforce)
- **Experience working with marginalized communities, including newcomers who may be experiencing employment barriers is an asset**
- **Experience in business development, sales, B2B recruitment is considered an asset**
- **Experience with Employment Ontario Programs is an asset**
- Flexibility to work occasional evenings and weekend hours

We are currently on a hybrid work schedule, working in the office and from home. This hybrid work schedule is subject to change based on business requirements.

Job status: Unionized

Contract Duration: 2 months with Opportunities for Extension

Salary: \$59,658.42 per annum (as per Union salary grid), prorated to contract duration

Location: North York

Job Application Instructions

Interested candidates are invited to submit their resume and a cover letter to the **ACCES Employment Hiring Committee** via email at hr@acesemployment.ca. Please indicate the position of interest in the subject line of your email.

Please Note:

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Candidates who are contacted may be requested to complete a screening video interview using Spark Hire.

This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons, and persons with disabilities.

Equity, Diversity, and Inclusion are central to our mission, values, and operations. We foster an inclusive workplace where every employee feels a sense of belonging. Our diverse team generates innovative solutions to complex challenges, supporting our vision for an inclusive labour market in Canada. We recognize the value of workplace diversity and leverage it to develop services that meet the broad needs of our clients. Through partnerships and effective service delivery, ACCES promotes equity for marginalized populations.

Accessibility and Accommodation: ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. Please advise our HR representative or hiring manager of any accommodation measures that are required. Information received relating to accommodation measures will be addressed confidentially.