



## **Mennonite New Life Centre (MNLCT)**

### **Job Posting: Career Coach and Placement Coordinator Bridging to Employment in Media and Communications (BEMC) Program**

The Mennonite New Life Centre is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction, mental health supports and capacity building workshops, public education and bridging to employment.

Our BEMC program supports the career development of internationally educated media and communications professionals by providing bridge training and supervised work experience to facilitate labour market integration within media related sectors in Ontario. The program is funded by the government of Ontario and it includes:

- training on civic literacy, to help participants gain knowledge of the Canadian civic context;
- training on the Canadian media landscape to help participants gain specific understanding of the Canadian media context, including legal structures, labour market trends and opportunities, etc.;
- enhancement of workplace culture and communications relevant to media professionals;
- strategic career planning into chosen career streams that includes a range of courses and career coaching to help participants identify their best career strategy based on individual skills, work experience and opportunities in the Canadian media labour market; and,
- supervised placement and mentorship to provide participants with hands-on experience, networking and potential access to employment and other income-generating activities.

#### **RESPONSIBILITIES:**

The Career Coach and Placement Coordinator will work directly with program participants to advise them on possible career paths, give them guidance and counseling regarding course selection, support their search for placements, and support and advocate for them throughout the placement. Specific responsibilities are as follows:

- Conduct group and individual career counseling related to career path exploration and opportunities for supervised placement;
- Support the process of securing supervised placements for all program participants through identifying placement opportunities; matching postings to participant profiles; helping participants customize resumes and cover letters; preparing participants for interviews etc.;
- Offer Individual support to participants who struggle throughout the program and refer them to the appropriate services;
- Conduct at least two meetings during the placement period with placement supervisors to monitor placement experience;
- Receive and review mid-term and final evaluations from placement supervisors; advocating on behalf of the participant when needed;
- Manage and monitor all placement-related documentation;

- Educate and build relations with placement agencies and organizations, encouraging them to offer placement opportunities, and to hire internationally educated professionals;
- Provide reports on outcomes as outlined in the Project Work Plan as it relates to participant placement and participant participation in program activities;
- Support Program Manager on program events, admissions, documentation and other program related activities as needed;
- Participate in staff meetings and professional development activities;
- Participate in MNLCT committees;
- Represent BEMC and MNLCT at outside workshops and meetings.

#### **QUALIFICATIONS AND SKILLS:**

- Post-secondary education in career counselling or related field;
- Substantial experience in career planning and/or placement coordination; preference will be given to applicants with experience in the media and communications field;
- Passion for people and social justice; empathy, cultural sensitivity and anti-oppression approach;
- Understanding of challenges and systemic barriers to labour market integration for newcomer professionals;
- Understanding of media and communications sectors is a plus;
- Experience with developing learning plans, resume writing and interview skills within the context of the media and communications field;
- Ability to coach and motivate clients/students for goal achievement;
- Experience with successfully matching program participants with placement agencies;
- Experience with relationship building with placement agencies;
- Strong oral and written communication skills;
- Strong interpersonal skills and cultural competency;
- Strong organizational skills and attention to detail;
- Strong negotiation and problem-solving skills;
- Computer savvy.

The Career Coach and Placement Coordinator reports directly to the BEMC Program Manager. This is a full-time position (35 hours/week) beginning, immediately, and ending March 2021, with an option for renewal, pending program funding. Remuneration: \$26/hr

*The Mennonite New Life Centre is committed to employment equity initiatives. We encourage internationally trained professionals and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.*

**Please note that only candidates to be interviewed will be contacted.**

**Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org) before July 17<sup>th</sup>, 2018. Please quote reference #CCPC2018 in the subject heading of your application.**

For more information about the Mennonite New Life Centre visit [www.mnlct.org](http://www.mnlct.org)