



Mennonite New Life Centre (MNLCT)

Job Posting: Media and Communications Career Developer 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.

Are you ready to support internationally trained newcomers on the path to find meaningful employment?

(BEMC) is a full-time program designed to prepare internationally trained media and communications professionals to secure meaningful career in Ontario in the fields of journalism and professional writing; broadcast media; videography; or communications and PR. The program spans over a minimum 7 months, depending on the duration of the placement.

RESPONSIBILITIES:

The Media and Communications Career Developer will work directly with program participants to help them explore possible career paths, give them guidance and counselling, support their search for supervised job placements, and support and advocate for them throughout the placement. The Media and Communications Career Developer will be a self-driven, independent and highly organized professional. The successful incumbent will be a valued, contributing team member working to create meaningful career opportunities for qualified professionals in the fields of media and communications.

Specific responsibilities are as follows:

- Work with a team of media industry experts, instructors and staff;
- Develop and deliver engaging workshops to a small cohort of participants on job search skills such as resume writing, mock interviews, information interviews, workplace culture and networking;
- Conduct group and individual career counselling sessions to help participants explore realistic career paths;
- Support the process of securing supervised placements for all program participants through identifying placement opportunities with the support of the Program Manager and other staff and instructors; match postings to participant profiles;
- Offer Individual support to participants who struggle throughout the program and refer them to the appropriate services;
- 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 EXPERIENCE:

- Strong professional experience in the field of media and/or communications;
- Good understanding of the labour market in the fields of media and/or communications;
- Experience in career planning and/or placement coordination;
- Experience with developing learning plans, resume writing and interview skills within the context of the media and communications field; Post-secondary education in career counselling or related field an asset;
- Experience with successfully matching program participants with placement agencies;
- Experience with relationship building with placement agencies.

Our Ideal Candidate:

Our ideal candidate is highly creative, energetic, passionate about supporting newcomers, knowledgeable about the media and communications industry, knowledgeable about successful workplace skills and willing to learn within a dynamic small team environment.

- 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;
- Ability to coach and motivate individuals for goal achievement;
- 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 Media and Communications Career Developer reports directly to the BEMC Program Manager. This is a full-time position (35 hours/week) beginning September 2018 and ending March 2021, with an option for renewal, pending program funding. Our offices are located in North York (Keele and Finch area along TTC routes); this position may allow for flexible hours, depending on program activities; some travel around the GTA may be required for placement visits. Remuneration: \$26/hr. Benefits package included.

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 by September 16th, 2018. Please quote reference #MCCD2018 in the subject heading of your application.

For more information about BEMC visit: <https://bemc.bridgingprograms.org/>