



## JOB POSTING

Title: **Employment and Education Navigator**

Position Status: **Full Time, Salaried**

Salary: **\$35,000 Annually**

Start Date: **March 1, 2019 (77 week leave)**

Office Location: **YMCA Centre for Immigrant Programs**

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*Are you someone that works well with diverse populations and is able to navigate the Canadian work force and post-secondary world? If so we would love to hear from you....*

Since 1853 the YMCA of Greater Halifax/Dartmouth has been connecting Nova Scotians to build healthy communities. As a non-profit charity we provide vital services, including Health, Employment, Childcare/Camps, Immigrant Services, and Youth Development.

### The YMCA Experience

At the YMCA we know that our ability to partner with others in our community is through the passion and dedication of our employees and volunteers. In joining the YMCA you will become part of a dedicated network of individuals with great passion for providing a holistic support to the communities in which we serve.

### The opportunity

Reporting to the Employment and Education Coordinator the **Employment and Education Navigator** supports the settlement needs of clients who are new to Nova Scotia with a specific focus on navigating the post-secondary and employment worlds. Responsibilities will include;

- One/one and group sessions
- Planning monthly workshops
- Making referrals based on needs
- Needs assessment
- Identifying community resources and opportunities

### We Offer

- Participation in Comprehensive Group Benefits and Pension Program
- Strong Work Life Balance Programs (i.e. Paid Personal and Vacation Days)
- Discounted Childcare and Camp Rates
- Individual & Family Membership

### Qualifications

- Diploma and/or Certificate in Human Resources or equivalent work experience
- Superior interpersonal and written communication skills
- Experience working with young adults and diverse populations
- Ability to work flexible hours
- Strong community connections, existing networks and networking skills
- Understanding of and experience with navigating the Canadian work force and post-secondary education
- Background in job search and employment preparedness

- High level of initiative is needed to work independently and respond to unanticipated items
- Multi lingual an asset

**Note: Successful candidates will be required to provide a current and satisfactory Criminal Record Check/Vulnerable Sector Check, Child Abuse Registry Check, and proof of valid First Aid and CPR training. Employees will be required to attend YMCA Child Protection Training.**

**Apply Today**

Please email your cover letter and resume in **one document** to [abdul.alsaidan@halifax.ymca.ca](mailto:abdul.alsaidan@halifax.ymca.ca) by Thursday, Feb.14 **2019**. We look forward to hearing from you.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer that values the diversity of people and communities and is committed to excellence and inclusion in our Association. We are committed to an environment that is barrier free. If you require accommodation during the hiring process, please inform us in advance to arrange reasonable and appropriate accommodation*