



## JOB POSTING

Title: **Employment and Education Coordinator**

Position Status: **Full Time, Salaried**

Salary: **\$ 42,630.00 Annually**

Start Date: **Mid to late August 2019**

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

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***The YMCA of Greater Halifax/Dartmouth is looking for a dynamic community connector to join our Immigrant Services Employment and Education Team.***

### Our Story

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.

### Position Summary

The primary focus of the Employment and Education Team is to support the settlement needs of Newcomers to Canada, with a specific focus on helping to navigate the post-secondary and work worlds. This service unit provides one on one and group sessions that include information and referral to different employment & education related community services, events and information as well as orientation to the employment and post-secondary education markets.

### 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

### 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 and experience with navigating the Canadian work force and post-secondary education options.
- 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 **paula.latham@halifax.ymca.ca** by Wednesday, July 31, 2019. We look forward to hearing from you.

*The YMCA of Greater Halifax/Dartmouth is an equal opportunity employer.  
Only successful candidates will be contacted, no telephone inquiries please.*