

JOB DEVELOPER / IT RECRUITER POSITION

Short-term, full time contract (April – September 2018)

PCPI is a not for profit organization that provides employment related services to a diverse population of individuals and businesses to reach their full potential. The organization is also the proud creator and presenter of the IEP Conference, a unique forum for internationally educated professionals now in its fourteen year. Our organization's success in delivering quality service is based on a business-like approach, supported by knowledgeable caring staff, user-friendly resources, and innovative programming.

We are seeking a Job Developer/IT Recruiter to deliver job matching and placement services for a diverse client base and job seekers with CompTIA A+ and CCNA certifications.

The ideal candidate will have working knowledge of the IT labour market, experience in facilitation and negotiation, a large network of businesses and community service providers' contacts in the Toronto region.

The key responsibilities include, but not limited to:

- Conducting outreach to employers to identify employment, placement and partnership opportunities and to promote the Youth In Technology (YIT) Program at PCPI.
- Establishing a network of contacts and maintaining a database of employers and job leads, and building a trusting relationship with the network of contacts in order to address skills gaps in the workforce.
- Working as part of a team to develop a communication plan to increase employers' awareness and implement strategies to tap into the hidden job market.
- Completing follow-ups, providing timely feedbacks on client placement status to ensure that case management activities are up-to-date
- Supporting employers in identifying and resolving workplace issues to ensure that their workforce goals are met
- Maintaining accurate and timely documentation for smooth administration of placements
- Other general responsibilities as outlined in the job description.

Summary of requirements

- A university degree or college diploma in Business, Marketing, Sociology, Sales & Marketing and/or Humanities preferred.

- Minimum of four years' experience in job developing or experience in the voluntary sector
- Minimum of two years' demonstrated placement experience in the IT Recruitment sector
- Ability to work independently as well as co-operate in a team
- Demonstrated organizational, planning and time management skills is a must
- Working knowledge of IT labour market in the GTA
- Demonstrated ability to work with diverse groups
- Strong communication skills- verbal and written
- Knowledge of community resources and have a network of business contacts across the GTA
- Flexible to work some evenings and weekends as necessary
- Able to develop and execute initiatives with minimal supervision
- Able to problem solve and manage issues that could potentially impact the organization's reputation
- Strong work ethics that complement the business standards of the organization
- Working knowledge of MS Windows environment and database and spreadsheets

If this sounds like the opportunity for you to demonstrate how your skills match with the requirements of the job and help contribute to the growth of our organization, then we want to hear from you.

Please submit your interest in a cover letter and resume to: shepherd@careeplan.net.
The position is opened until filled.

In keeping with our commitment to diversity and cultural intelligence, we encourage applications from persons of all races, ethnicities, religions, and sexual orientations. We thank all candidates for their interest; however, only those whose skills match with the required competencies will be invited for an interview. Sorry, no telephone enquiries please.

Please note: This job requires a car.