



*Learning Enrichment*  
FOUNDATION

**Job Developer**

**Fulltime Permanent**  
**Internal External Job posting**

The Learning Enrichment Foundation supports individuals to go from economically struggling to thriving. We provide a multidisciplinary and holistic set of supports to members of our community including those who are: in transition, new to Canada, out of the workforce, and a host of other individual circumstances, including learning, physical and/or psychological disabilities.

We are seeking a vibrant individual to enhance our connections with employers, to assist in connecting individuals to Jobs and uncover the hidden Job market. He/she will bring out the best in them and help them strengthen their own unique value. Above all, the Job Developer will inspire them to move from dreaming to doing.

In this role, the Job Developer will be responsible for seeking employment opportunities from employers, building relationships with them, and increasing the diversity of opportunities available to our clients. The incumbent will also support employers to understand clients' abilities, needs and interests. In addition, he/she will support clients to match their skills and interests with employment opportunities and employer needs through job matching and job placement supports. The Job Developer will also provide job retention assistance for those individuals who require additional coaching and mentoring in order to maintain employment or to make the next step on their career path.

As a key member, the incumbent will be working with a dedicated team of professionals, who are highly committed to our community and who support employment and settlement needs, develop employer and community partnerships, and are all strong leaders in their fields of expertise.

**Your Expertise:**

- Demonstrated experience in Job Development including wage subsidy, job placement, and job retention.
- Awareness of and proven ability to overcome employer objections to hiring people with multiple barriers.
- Ability to handle difficult situations with maturity and high degree of professionalism.
- Ability to work with others (colleagues, community members and employers) that may have different perspectives.
- Experience in case conferencing resulting in positive experience for clients.
- Proven experience developing new and maintaining existing employer relationships.
- Excellent understanding of current labour market trends.
- Certificate or Degree in Business Relations, Marketing or Human Resources is an asset.
- Excellent interpersonal, influencing, team work, and communication skills.



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- In depth knowledge of local community resources, programs, and services with particular sensitivity to those challenged with confidence, work and life skills.
- Demonstrated ability to work with diverse groups including adults, youth, newcomers, and persons with diverse abilities.
- Goal oriented, outcome driven, highly organized, flexible and adaptable with superior time management skills.
- Knowledge of the Weston/Mount Dennis neighborhood is an asset.
- Must be able to work evenings and/or weekends.
- Valid Driver's License (Preferred), and access to a reliable vehicle
- The ability to speak another language an asset.
- The Learning Enrichment Foundation places a high value on lived experience. Personal experience with poverty, unemployment, homelessness, disabilities, and similar challenges is strongly considered an asset.

### **Your Application**

Interested candidates should email their **resume and covering letter as one document** to [ceteam@lefca.org](mailto:ceteam@lefca.org). Please include in your covering letter your experience strengthening the assets and skills of people with diverse abilities. Please note that this is a full-time, one-year contract position.

To be considered, applications must be received by February 5, 2019

**Posting Date: January 22, 2018**

**Closing Date: February 5 - 4:00 p.m.**

We will contact you should we decide to move forward with your submission.

The Learning Enrichment Foundation is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodations to participate in this activity, please contact Elisa Martinez at [emartinez@lefca.org](mailto:emartinez@lefca.org).