



# Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

## EMPLOYMENT OPPORTUNITY

**N.E.E.D.S. Inc. is pleased to invite applications for the following position:**

**Position Title:** Marketing Specialist

**Service:** Employment Service

**Position Type:** Full-time, 35 hours/week

**Hours of Work:** Weekdays, evenings and weekends (schedule changes based on needs of services and clients)

**Salary:** Based on education and experience

N.E.E.D.S. Inc. is seeking an experienced and qualified individual for the *Marketing Specialist* position in our Employment Service. The Marketing Specialist will be responsible for creating and maintaining new and existing relations with employers. Assist in developing and maintaining employer contacts. The Marketing Specialist will work as a team member within the Service and Agency.

### **Main Job Responsibilities include:**

#### **Service Delivery:**

- Initiate partnerships with businesses, government, trades and community organizations to locate employment opportunities for participants
- Collaborate with employers to identify employment requirements for various positions within their organizations
- Conduct regular research to find job offers that are suitable for N.E.E.D.S Inc. clients
- Attend various events, job fairs, presentations, etc. which would help expand the pool of N.E.E.D.S Inc. employer partners
- Effectively market N.E.E.D.S Inc. services to employers to establish lasting relationships
- Gather information, listen to industry needs, and market clients to fill vacancies
- Collaborate with employment team to generate new opportunities for clients, plan new elements to existing training and programs, communicate information and introduce career coaches to employers
- Gather feedback from employers for performance assessments
- Assist in developing and maintaining a directory of N.E.E.D.S Inc. employer partners

#### **Administration:**

- Monitor and report on activities, build and maintain employer and other records in an effective and confidential manner
- Submit reports and documents in a timely manner. Documentation may include but is not limited to databases, participant notes, iCare, and incident reports
- Participate in meetings and trainings
- Organize workflow to accomplish established objectives. Ensure tasks and progress are properly tracked and reported according to Agency protocols
- Complete other duties as assigned

**Requirements:**

- Post-secondary education in a related field (e.g. Social Sciences, Business, Marketing) or an acceptable equivalent combination of education and experience
- Experience in connecting with Manitoba businesses and organizations and knowledge of labour market demands
- Experience in job placement and monitoring activities
- Well-developed interpersonal and relationship building skills; ability to establish rapport with employers and clients
- Minimum 1 year experience in marketing and sales and/or career and employment
- Able to multi-task, problem solve, make decisions under pressure and think critically
- Able to work cross-culturally with participants from diverse cultural and religious backgrounds
- Proficient in Microsoft Office and other relevant technology skills
- Self-motivated and able to work independently and as part of a team
- Excellent communication (oral and written) and organizational skills (additional languages an asset)
- Able to provide current criminal record check and child abuse check at start of employment

**Assets:**

- Understanding of settlement challenges and barriers that exist for newcomer youth and their families
- Understanding of the impact of poverty on children, youth and families
- Familiar with newcomer youth EAL learning, cultural, academic and social issues
- Access to a vehicle
- Additional languages other than English
- Current First aid, CPR training and Non-Violent Crisis Intervention (NVCI)

**Benefits:**

- Health benefits package through Blue Cross (after 6 months probation period)
- Pension Plan (after 6 months probation period)
- Outstanding holiday, sick and vacation benefits
- Training and career development opportunities

Please submit a resume and cover letter explaining your interest, qualifications, language ability, and salary/wage expectations by ***Friday, June 3<sup>rd</sup>, 2022***

Attention: Human Resources  
Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc.

251 A Notre Dame Avenue, Winnipeg, MB, R3B 1N8

Or via email at: [HRneeds@needsinc.ca](mailto:HRneeds@needsinc.ca)  
(Please combine the resume and cover letter into one document)

**Newcomers Employment & Education Development Services (N.E.E.D.S.) Inc. encourages applications from qualified candidates who reflect the diversity of the population we work with.**

**Only candidates selected for a skill test/ an interview will be contacted.**