



EMPLOYER RELATIONS OFFICER Vancouver, BC

About Us

The Immigrant Employment Council of BC (IEC-BC) is a provincial not-for-profit organization that provides BC employers with solutions, tools and resources they need to attract, hire and retain immigrant talent. IEC-BC is funded by the Government of Canada.

About the Role

The Employer Relations Officer works closely with the Manager, Employer Relations, to grow and deepen IEC-BC's relationships with employers by connecting them to immigrant talent through various programs and resources, with a special focus on increasing employment connections through IEC-BC's online tool, BC JobConnect.

Reports to: Senior Manager, Workplace Development

Scope of Responsibilities

Program Delivery

- Support the Manager, Employer Relations, in the development of an employer engagement strategy and achieving annual targets.
- Implement targeted strategies to increase the effectiveness of BC JobConnect as a tool to connect employers to immigrant talent.
- Develop and steward relationships with existing employers to help them achieve agreed upon goals.
- Liaise with Chambers of Commerce and Boards of Trade to create new leads.
- Engage employers to participate in networking events.
- Contribute to meeting and exceeding IEC-BC's employer engagement goals.
- Participate in cross-functional initiatives and support IEC-BC events as required.

Employer and Stakeholder Engagement

- Establish and maintain positive relationships with internal and external stakeholders.
- Participate in immigrant-employment related committees/working groups, etc. as assigned.
- Represent IEC-BC at networking events of Chambers of Commerce/Boards of Trade and other business-related forums.
- Fulfill speaking requests and give presentations on behalf of IEC-BC, as assigned.

Project Management

- Prepare project briefs and business cases.
- Develop project plans.
- Prepare presentations for IEC-BC's Senior Management, Board of Directors and other key stakeholders as required.

Administration

- Provide quarterly narrative and financial reports.
- Develop and manage budgets specific to activities and contracts.
- Process and track budget expenses.

Other Duties and Responsibilities

- Perform other duties assigned by the Senior Management or CEO.

About You

Education and Experience

- Diploma or degree in Human Resources, Business Administration or completion of post-secondary education preferred
- Minimum 2 years' experience in a business-development or customer-service role
- Experience working with a range of stakeholders
- Facilitation and/or public speaking experience
- Experience working in a small team setting an asset

Knowledge and Skills

- Excellent written and oral communication skills
- Ability to start and manage a variety of tasks without ongoing direction
- Demonstrated ability to meet timelines and work within budgets
- Strong attention to detail
- Highly proficient with Microsoft computer applications, including Word, Excel, PowerPoint, and Outlook; able to use contact-management databases, experience with Sugar CRM is an asset
- Demonstrated ability to work within and across a wide range of cultural and community contexts
- Availability to work occasional evening and weekend hours when required
- Awareness of the issues faced by immigrants in finding appropriate employment

Personal Characteristics

- *Customer Service Orientation:* "Client first" and "Do what it takes" approach to providing service and support to internal and external stakeholders
- *Organizational Skills:* Sets priorities, develops a work schedule and meets deadlines.
- *Adaptability:* Demonstrates willingness to be flexible and nimble in a changing workforce environment.
- *Bias for Action/Results Orientation:* Uses a proactive approach to take action and focus on achieving desired outcomes.
- *Problem Assessment and Solving:* Assesses challenges to identify causes, gathers and processes relevant information, generates possible solutions, and makes recommendations and/or resolves the issues.
- *Teamwork:* Works for the collective benefit of the team.

How to apply

If this sounds like you and you enjoy a fast-paced, challenging work environment, please submit your covering letter and resume by 5:00 pm, Monday, July 23, 2018 to: info@iecbc.ca. Please ensure that you quote "Employer Relations Officer" in the subject line.

We kindly ask for no phone calls. Due to the high number of applications we receive, only candidates who are selected for an interview will be contacted. We thank all applicants for their interest in the Immigrant Employment Council of BC.