

Research & Partnership Specialist, Building SME Networks

About Us

The Immigrant Employment Council of BC (IEC-BC) is a dynamic not-for-profit that helps BC employers recognize the collective value immigrants bring to the workforce, positively impacting our society and economy. As a growing organization, our programs break down barriers that keep BC businesses from making full use of the diverse skills and experience immigrants bring. We help immigrants build a new life in Canada by creating pathways to employment and community engagement.

The Immigrant Employment Councils of Canada (IECC) national network team operates out of IEC-BC. The IECC National Network is a partnership of nine immigrant employment councils across Canada committed to work together to improve labour market attachment by connecting skilled immigrants with Canadian employers. Through its pan-Canadian scope and activities, the collective effort of the network aims to increase employer engagement, inspire new program innovations, and foster strategic partnerships to strengthen labour market outcomes for skilled immigrants across Canada. While Immigrant Employment Councils and their local partners across the country have long been collaborating and cooperating over the years, the formal network efforts kicked-off 2020 to further advance the collective forward-thinking leadership and vision of encouraging Canadian employers to recruit, hire, train, and retain newcomers at levels similar to that of other Canadians.

To be a part of an innovative and purpose-driven team that is building a prosperous and inclusive future for Canada, apply to join the team.

About the Role

The Research and Partnerships Specialist is responsible for working with the national network team to research, curate and analyse information to support both internal and external stakeholders. This role will be expected to engage with SME employers directly in the private, public, and not-for-profit sectors to support a new employer engagement intervention that aims to grow and deepen IEC relationships with employers, while coordinating program specific employer engagement activities to ensure research and program objectives are met. The role will also be expected to collect, curate, and disseminate information and insights for both internal and external audiences.

Reports to: National Network Project Manager, IEC-BC. This position can be based in BC or ON.

Salary and duration: Annual salary range \$45-50K. This is a full-time contract position to March 2024.

Responsibilities

Partnerships

In partnership with the Employer Engagement and Learning team, this role will support implementation of a new SME employer engagement strategy to influence employers to embrace immigrant inclusion in their workplace, including:

- Develop and steward relationships with new and existing employers in 6 regions across Canada, through targeted SMEs outreach plans.
- Research prospects to create and design new employer engagement models and interventions.
- Connect employers to settlement partners and offerings.
- Identify opportunities for convening and collaborating on new initiatives to support employer engagement.
- Generate employer participation in engagement activities, surveys, consultations, etc.
- Connect employers to the immigrant talent pool through our partner organizations and networks.
- Contributes to meeting or exceeding the project employer engagement goals.
- Present to employer and stakeholder audiences and participate in external committees.
- Works cross-functionally with other regional partners and IEC-BC departments to support the project outcomes as required.

Insights

Under the direction of the National Network Project Manager, and in partnership with other project team members [from across the national network]:

- Conducts local and regional needs assessment.
- Liaise with the communications team to provide information for communications purposes and for the broader sharing of information to stakeholders.
- Work closely with IT to set up and maintain a system to curate and allow easy retrieval of information and statistics collected.
- Develop internal process and protocols for request and use of research data and information.
- Conduct secondary research and literature review relating to immigration and immigrant employment based on identified needs and work of the project.
- Monitor emerging trends in immigration and immigrant employment and reports on these.
- Undertake scans to identify social research organizations involved in research on immigration and immigrant employment and explores possible collaboration/partnerships.
- Conduct analysis of information and statistics relating to topical issues to gain further insights and prepares short papers and presentations sharing this work.
- Facilitate discussions with colleagues and stakeholders/partners to discuss issues that have potential impact for the IECC national network work.

- Formulate strategy and process for sharing information and insights with partners and stakeholders.

Education and Core Competencies

Partnerships

- Proven business development experience in a business-to-business consultative environment considered an asset.
- Experience with and understanding of private-sector and SME environments and priorities, such as the relationship among strategic talent managers and human resources with senior leaders, hiring managers and staff, considered an asset.
- Post-secondary degree and/or diploma with related experience.
- Experience managing relationships with multiple sets of stakeholders.
- Proficiency in internet-based search/research and social media usage to source new leads.
- Ability to influence and manage effective customer relationships with mid and senior level management, including SME company owners.
- Demonstrated ability to think strategically and creatively.
- Ability to demonstrate professional level communication, presentation, and negotiation skills.
- Proven ability to consistently meet or exceed new business targets.
- Previous human capital-related employer engagement experience in the public, private or not-for-profit sector is considered an asset.
- An awareness of the issues immigrants face in finding appropriate employment, the challenges facing employers in increasingly culturally diverse workplaces, and a passion for making a difference.

How to Apply and Deadline

If you are an individual who thrives in a fast-paced, challenging work environment and wants to join a diverse and collaborative team, this could be the position for you. Please submit a cover letter and resume by January 27th, 2022, to recruitment@iecbc.ca and quote “Research & Partnership Specialist – Building SME Networks” in the subject line.

We kindly ask for no phone calls. Due to the high number of applications received, only candidates who are selected for an interview will be contacted.