

## **Job Opportunity: Job Search Advisor | WorkBC Centre, Enderby BC**

NexusBC is a non-profit organization with offices in Vernon and Enderby where we provide job seekers with the help they need to find employment. The Job Search Advisor (JSA) is the first point of contact in the Enderby WorkBC Centre; you will excel in this role if you interact well with people and you are genuinely motivated to help people succeed. You are also organized, detailed and can provide a welcoming atmosphere in the WorkBC resource room. The JSA reports directly to the Team Leader at the Enderby WorkBC Centre.

This is a 5 day/week (37.5 hours) position until March 31, 2024 (*potentially beyond, subject to contract renewal*) The wage is \$22/hour depending on experience and/or education.

### **Key Responsibilities and Duties**

- Maintains the Centre job board and assists visitors in applying to job postings
- Assists visitors in locating and accessing employment-related information, resources and supports
- Assesses visitor needs and refers if appropriate for case management services
- Answers visitor inquiries in person, over the phone or by email
- Updates and replenishes resource area brochures and printed employment resource materials
- Demonstrates how to use computers and software as needed
- Assists in registering job seekers for employment workshops and completing self-assessments
- Maintains and organizes resources in the Centre
- Assists with visitor requests including use of phone, fax, photocopier
- Assists in locating and using local labour market information
- Regularly evaluates visitor feedback and suggests improvements to service delivery
- Works collaboratively with Employment Centre staff to ensure successful visitor outcomes
- Updates Facebook page regarding job fairs, job postings, and events
- Follows up with visitors to ensure job search needs are met
- Schedules appointments for case managers
- Sends orders for supplies needed to the Vernon Administrator
- Monthly petty cash reconciliation

### **Core Competencies**

- Ability to interact with people and provide assistance according to their needs
- Ability to multi-task in a busy environment accessible to the public
- Ability to communicate on many levels with diverse visitors
- Demonstrates professionalism through adherence to NexusBC policies and procedure and client confidentiality guidelines

## **Qualifications**

- Post-secondary education and/or 2 years' experience in social services, employment services, customer service, counselling, life skills coaching or related field
- Knowledge of and experience working with unemployed individuals an asset
- Knowledge of local employment market, service providers, community groups and employers
- Excellent computer skills, and experience with Microsoft Word and Outlook an asset
- Experience with organizational social media including Facebook and Instagram considered a definite plus
- Excellent communication skills, both written and oral
- The ability to trouble shoot and problem solve

## **Conditions of Employment**

You must be able to pass an RCMP record check for vulnerable sector as a condition of employment.

NexusBC offers an excellent work environment where collaboration and teamwork are the norm. We offer a competitive wage and a full benefits package after successful completion of a 90-day probationary period. To apply for this position, please submit your resume and cover letter to Pam Myers at [pmyers@nexusbc.ca](mailto:pmyers@nexusbc.ca)

This position will remain open until filled. Applications will be reviewed on a daily basis.