



Opportunity: Job Search Advisor, WorkBC Centre, Enderby BC

Come Join our Team!

At NexusBC, we help people connect to resources to promote a healthy community. We have offices in Vernon and Enderby, and for 35 years, we have been providing services for job seekers, seniors and almost anyone who needs assistance in their life's journey. You can find out more about us at www.nexusbc.ca.

We currently have an opportunity available for a Job Search Advisor (JSA) in our Enderby WorkBC Centre. The 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 Lead at the Enderby WorkBC Centre.

This is a 5 day/week (37.5 hours) position until March 31, 2027 (*potentially beyond, subject to contract renewal*) The wage is \$22/hour.

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 records 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. And you will get your birthday off with pay! To apply for this position, please submit your resume and cover letter to pmyers@nexusbc.ca This position will remain open until filled, applications will be reviewed on a daily basis.