

ABOUT YES

Founded in 1995, YES (Youth Employment Services Foundation), a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses, is growing and looking to hire.

WHO WE ARE LOOKING FOR

The ideal candidate will have a passion for individual employment counselling and career development. He or she will enjoy facilitating group workshops, and will be an advocate of YES within the community through participation at community events and activities related to employment.

RESPONSIBILITIES WILL INCLUDE:

- Providing one-on-one employment counselling and give information on all aspects related to employment search and career planning both on line and in person
- Assessing and guiding clients with job search strategies; interview preparation, C.V. and Cover Letter writing, LinkedIn, Self-Assessment
- Conducting Québec labour market research and coordinate special projects and events
- Developing content and facilitating prescheduled career workshops, attend tradeshow, community outreach and all other duties relating to job search
- Building and fostering relationships with all stakeholders; community, business, government and educational.

We are looking for candidates with the following interests, skills and experience:

- Bachelor's degree in Human Relations, Human Resources specifically Human Resource Development (HRD).
- A minimum of 2 years' experience in facilitation and training of job search skills and career development methods/strategies in group and individual settings.
- Autonomous, highly organized with excellent English writing and presentation skills.
- Ability to assess and recognize the needs of clients in the areas of career planning and development, job readiness skills, planning and identifying barriers to employment.
- Strong administrative skills with solid knowledge of MS Office applications, CRM, Smartboard.
- Able to multitask, manage competing priorities and thrive in a fast paced environment.
- Must be available to work occasional evenings for pre-scheduled workshops and YES events and must be willing to travel to outlying community regions.
- Must have excellent English writing and editing skills
- Working knowledge of French

Benefits:

YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast-paced work environment and is happy to offer its employees:

- 10 sick days/personal days per year
- A Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance)
- An Employee Assistance Plan
- VRSP (Voluntary Retirement Savings Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays

Salary: \$40,000.00

HOW TO APPLY:

Send your cover letter* and résumé to the Director of Administration and Personnel by September 20, 2019, at fa@yesmontreal.ca
(*résumé **must** be accompanied by a cover letter to be considered)
YES is committed to equal opportunity employment.

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