



## **CAREER COACH/ FACILITATOR –SUMMER STUDENT POSITION 14 WEEK CONTRACT – Canada Summer Jobs Grant Program**

Manitoba Start (ESI Inc.) is the leading provider of career development and job matching services to immigrants and employers in Manitoba. We assist newcomers in adjusting to the Canadian landscape as it pertains to employment and to enable meaningful connections to the Manitoba labour market.

### **Job Summary**

Reporting to the Supervisor, Career Services, the Career Coach / Facilitator is responsible for facilitating workshops and providing coaching services to newcomers, to assist them in becoming employment ready for the Canadian workforce.

Through this position, the student will receive training and experience in the design and delivery of individual and group counselling supports that facilitate the occupational exploration, decision-making, and career transitions of newcomers to Winnipeg who are seeking entry into the labour market.

### **Eligibility Criteria**

To be eligible under the Canada Summer Jobs Grant program for this position, the student must:

- Be between 18 and 30 years of age at the start of the employment;
- Have been registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

### **Qualifications and Experience**

Student must be:

- Pursuing a post-secondary diploma or degree from an accredited institution in Career Development, Adult Education, Social Sciences or a related field;
- Client-service oriented with the ability to relate to and empathize with the needs of immigrants from diverse cultural and linguistic backgrounds;
- Able to demonstrate strong oral and written communication skills;
- Proficient in Microsoft Office applications, database applications and internet research;
- Knowledgeable in issues surrounding labour market supply and demand, life skills, employability/essential skills and all aspects of work search preparation and self-marketing.



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### **Competencies**

Cultural Competence • Building Relationships and Networking • Accountability and Dependability • Professional Ethics and Integrity • Client-Centered • Decision Making and Judgment • Communication • Technical Knowledge

Qualified applicants may submit a cover letter and resume to [HR@Manitobastart.com](mailto:HR@Manitobastart.com) by May 18, 2016.

Employment Equity is a factor in selection. Applicants are requested to indicate in their cover letter or resumé if they are from any of the following groups: women, Aboriginal people, visible minorities and persons with a disability.

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