

Employment Counsellor (Project Manager)

Do you love project management? Are you as proactive person who loves developing projects? Is linking job-seekers with employers your passion because you enjoy counselling and guiding people in their job search? Does leading workshops and training sessions motivate you because you love interacting with people? You are looking for an organization where you can combine using your skills with having fun at work? If you answered yes to these questions, **you are the person** we are looking for to join our team of employment specialists! The Valcartier Family Centre would like you as part of its team to entrust you with the responsibility of taking steps with potential employers to encourage integration, reintegration, and maintenance of our target clientele in the workforce, and assist our team of employment and orientation counsellors in accurately evaluating our clients' needs. Don't hesitate – come join a multidisciplinary team of over 70 individuals.

What is the Valcartier Family Centre? It is an organization that supports the military community by offering various intervention or psychosocial support services, employment assistance, services for children (occasional daycare), youth services (youth workers for 12 to 17 year olds), volunteering, and more.

The Centre's Values:

- Autonomy
- Transparency
- Caring culture
- Innovation
- Fairness

Benefits offered to the team:

- A work environment based on a caring culture
- 12 public holidays
- Flexible schedule
- Insurance after 3 months
- Training
- Cohesion committee
- Possibility to work out nearby at a reduced rate
- Cycling path nearby
- Shower accessible at the Centre

What we are offering for this position:

- Type of employment: Contract until June 30, 2020, possibility of renewal
- Part-time 4 days a week (28h/week) or possibility of 5 days a week (35h/week)
- Location: Valcartier Family Centre (10 minutes from Val-Bélair) and Ste-Foy
- Start date: As soon as possible
- Salary : \$24.66/hour

Experience required for this position:

- Minimum of two (2) years of work experience in employability
- Good ability to analyze and assess possibly problematic situations and possible solutions
- Must own a vehicle (must be able to go meet employers and employees)
- Good understanding of the obstacles faced by the Anglophone community and the military community in the matter of socio-professional integration in Québec (an asset)

Professional and academic requirements:

- University degree in orientation, social work, industrial relations, human resources or any other related field
- Excellent French and English skills
- Ease in fostering an open and welcoming environment and creating a relationship of trust
- Very autonomous, responsible, dynamic, and takes initiative
- Excellent ability to prioritize
- Interpersonal skills and ability to work as part of a team
- Networking and communication skills
- Ability to manage partnerships, create and maintain solid relationships with businesses

Send your résumé and cover letter to the VFC Human Resources Department at RH.CRFMV@outlook.com no later than November 8th, 2019.

*****Please note that only applicants selected for an interview will be contacted.**