

JOB SEARCH PROGRAM DIRECTOR



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 looking to hire a director for our job search program to manage, develop and grow the program.

The selected candidate will work collaboratively with the Executive Director, senior staff and all stakeholders. The ideal candidate will have excellent communication and management skills and a proven track record in the employment services and counselling sector.

Key Responsibilities:

- Develop, monitor and evaluate Job Search programs and services
 - Provide counselling to clients
 - Responsible for the implementation, management, coordination, supervision and evaluation of all activities related to YES job search programs in accordance with YES standards and targets
 - Manage and maintain a professional referral program
 - Foster relationships with government, educational and community-based organizations and manage current partnerships
 - Recruit and manage volunteers – speakers, committee members and professionals
 - Manage and animate workshops related to job search
 - Develop new workshops as required
 - As a member of the senior staff team, provide effective leadership and contribute positively to the overall management of the organization
- Contribute to enhancing YES' visibility by telling clients' stories and enabling clients to give interviews and participate in public events
- Actively participate in the development of the organization's strategic goals and in the annual and long-term plans to achieve them
- Participate in the successful planning and execution of YES events, with a view to leveraging opportunities for engaging stakeholders and exploiting new opportunities for development
 - Contribute to the organization's ability to carry out current and upcoming mandates by assisting key internal clients in their own efforts
 - Cultivate and maintain positive, productive relationships internally with board members, senior staff and employees, and externally with clients, volunteers, community and business leaders, donors, funders and other stakeholders

EXPERIENCE AND SKILLS:

- Degree in Counselling, (bachelor's degree in education or Counselling Psychology) Social Work, or Human Relations.
- A minimum of five (5) years working in the areas of job search counselling, student placement or in recruiting, two (2) of which must be in a management capacity
- Autonomous and motivated with excellent interpersonal and communication skills: ability to assess and recognize the needs of clients and counsel them in the areas of career / vocational issues, career exploration / planning and identifying barriers to employment
- Creative, with strong writing skills, able to multitask and thrive in a fast-paced environment
- Superior management skills with strong planning and organizing abilities
- Passion, humility, integrity, positive attitude, mission-driven and able to work autonomously
- Experienced and certified to administer and interpret Career Tests
- Ease with all technology especially MS Office, Office 365, CRM
- Strong English skills (written and spoken)
- Fluent spoken French, advanced written French a definite asset
- Knowledge and understanding of community organizations
- experience in program design
- Experience with volunteers and committees
- Must be available travel and to work occasional evenings for pre-scheduled workshops and YES events

Benefits: YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers 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's
- 11 Statutory holidays
- Professional development opportunities

HOW TO APPLY:

Send your **cover letter** and résumé before January 6, 2020

To the Director of Administration and Personnel at fa@yesmontreal.ca

Only those candidates chosen for an interview will be contacted. YES is committed to equal opportunity employment.