



## **Employer Engagement Coordinator**

### **Part-time Permanent**

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

#### **DIVERSITY, EQUITY, & INCLUSION STATEMENT:**

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Canada

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Joanne Fogarty at [jfogarty@ywcaskatoon.com](mailto:jfogarty@ywcaskatoon.com).

## Employer Engagement Coordinator Job Posting

### POSITION SUMMARY:

The **Employer Engagement Coordinator** is responsible for developing collaborative partnerships with community agencies and businesses to build employer relationships. This position supports participants in Employment & Learning Centre programs by facilitating employer connections through such activities as job shadow opportunities, employment opportunities, employer events and job fairs. This person is an integral member of the team, supporting continued development, participant success and facilitating a wide variety of stakeholder connections. This is an in-scope position.

### POSITION REPORTING:

Reports to the Manager, Employment Services

### WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Comprehensive benefits and pension
- Fitness membership at Fitness on 25<sup>th</sup> and a discounted rate on eligible programs

**HOURS OF WORK:** Part-time, 20 hours per week

### WAGE:

\$21.89 per hour (Step 1 – Program Coordinator wage grid) Please note that the SEIU – West is the union and bargaining agent for all in scope employees

### MAJOR RESPONSIBILITIES:

- Work closely with employer partners to maintain communication and facilitate client connections
- Create new links to and build professional relationships with Saskatchewan companies to encourage participation in Employment & Learning Centre programs through various employer events (i.e. employer information sessions, hiring events, job fairs, guest speaking, workplace tours, job shadow placements)
- Continually seek input and information from internal and external stakeholders as to current needs of clients and employers
- Identify barriers and work with stakeholders to reduce risk and influence positive changes
- Identify labour market needs and establish opportunities to support them

YWCA Saskatoon operates on Treaty 6 Territory – the traditional homeland of the Nehiyaw and Nehithaw Cree, Dene, Nahkawe Saukteaux, Dakota, Lakota and Nakoda peoples, as well as the Homeland of the Métis Nation.

We pay our respect to the First Peoples of this land and affirm our commitment to authentic, meaningful and action-led truth and reconciliation.

## Employer Engagement Coordinator Job Posting

- Collaborate with employers to provide job shadow opportunities for Employment & Learning Centre programs to support clients based on individual employment plans and arrange employer events
- Liaise with employers and employment counsellors to monitor and evaluate progress so as to determine and provide job maintenance supports
- Work with clients and employers to complete workplace evaluations and employer surveys
- Manage and effect all internal employer networking events including evaluations – monthly and bi-annual events

### QUALIFICATIONS AND EXPERIENCE:

- University degree or an equivalent combination of related education, training, and experience
- Areas of considerable work experience to include: building workforce partnerships; employer network development; event planning; data collection and report writing; one to one client work in career development role; securing and managing job shadows; supporting independent job search skills building; adult education facilitation and evaluation
- Experience or background in community engagement and outreach
- Team-minded with effective communication skills
- A strong understanding of labour market and employment trends in Saskatchewan
- Proven success in marketing individuals to employers for work experience and employment opportunities
- Computer skills: MS Office, Zoom, Microsoft Teams, Google Classroom, database maintenance, word processing, email, and file management
- An understanding of, and commitment to, the philosophies of the YWCA Saskatoon

### CONTACT INFORMATION:

This is a part-time, permanent position beginning May 20, 2025. Applications in the form of a resume and cover letter will be accepted until April 30, 2025 by 4:00pm and should be forwarded to:

Joanne Fogarty, Director of Employment & Learning  
jfogarty@ywcaskatoon.com

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.

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