



Employment Counselor

Would you like to be part of a small team of dynamic colleagues?

Do you want to work in a complementary way to provide positive support for people?

Do you have interpersonal skills, a sense of humor and enjoy contact with the public?

Your enthusiasm will blossom with us!

Apply now! Send us your CV!

Through individual meetings or job search workshops, our work aims to help job seekers enter (or re-enter) the job market as quickly as possible, by improving their employability.

We're looking for someone who can...

- **Assess** participants' needs, act as a coach and propose personalized action plans to structure the steps needed to achieve the objectives set,
- **Provide** participants with job search tools, resumes, cover letters, interview preparation, etc.
- **Carry out** follow-ups, updating files after participation in the various programs for counselling and statistical purposes,
- **Carry out** psychosocial follow-up with participants experiencing various problems, and refer them to the appropriate resources,
- **Inform** participants about the job market (employment opportunities, skills required, current and local job market situation, etc.) and training opportunities (study programs, recognition of prior learning and skills, admission requirements, etc.),
- **Prepare and lead**, on occasion, group sessions on job search strategies, self-assessment, stress management, etc.
- **Advise** clients as needed after they have been hired, to help them keep their jobs,

You have...

- Undergraduate degree in career development, counselling, psychology, teaching, andragogy, human resources management.
- 2 or more years' experience in employability, teaching, human resources management and other related fields.
- Excellent command of spoken and written French and English, strong writing and communication skills.
- Ability to work in a proactive environment.
- Versatility, open-mindedness, analytical skills, attention to detail, teamwork, autonomy.
- Good knowledge of job market trends and social media job search.
- Knowledge of social and psychological issues related to job loss.

Benefits after one year's seniority

- Health bonus
- Employer-paid RRSP
- Vacation (2 weeks)
- Bank of 70 hours of leave
- Holiday leave

Work schedule

- Monday to Friday, 8:30 a.m. to 4:30 p.m.
- Full-time, 35 hours/week

We look forward to meeting you!

Trina Bélanger

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