



# RIEL Institute for Education and Learning

## **Employer Engagement Coordinator - Full Time**

The Employer Engagement Coordinator will work as a key member of the Career and Employment Strategies Team to achieve our greatest possible outcomes. The successful candidate will seek out and establish relationships with potential employers and work placement hosts to create equitable and inclusive workplace opportunities for Indigenous students. The employer engagement coordinator will offer and encourage Indigenous awareness education in the form of workshops, facilitation, on-line and hard copy documents, invitation to cultural events, and participation in focus groups.

### **Summary**

- Report directly to career and employment strategies director
- Identify, research, cultivate, solicit, and manage effective and impactful employer relationships
- Research and cultivate relationships that enhance and expand RIEL Institute for Education and Learning's current and future partner relationships
- Collaborate in the creation and use of a comprehensive employer database
- Collaborate in the creation of an employer appreciation and engagement strategy
- Contribute to a fast-paced, collaborative, and supportive team dynamic
- Collaborate on the planning and implementation of focus groups for the purpose of direction and evaluation
- Serve as primary liaison with external employers/employment groups in the development of strategies geared toward inclusivity
- Plan, develop and implement communication to employers involved in strategic initiatives; collaborate in development strategies and implementation plans

### **Qualifications**

- Diploma or degree in related field or a minimum of 5 years experience in related position; equivalencies may be considered
- Class 5 operator's license and reliable transportation
- Criminal Record Check with Vulnerable Sector Clearance
- Intermediate proficiency with Microsoft Office (Word, Excel, Outlook, PowerPoint) is required  
Experience with Zoom platform would be an asset
- Excellent interpersonal and communication skills; ability to set healthy boundaries
- Proven time management skills with the ability to set priorities and meet objectives
- Ability to work with limited supervision in a team environment
- Self-motivated, enthusiastic, adaptable, and well organized
- Knowledge of Indigenous culture and language considered a strong asset
- Knowledge of social and economic needs of the Indigenous community
- Ability to observe, anticipate, and analyze situations and prepare resolutions
- Must at all times be committed to program and client success

### **Preference will be given to Indigenous applicants or to applicants with experience and knowledge of Indigenous Culture and Community.**

Please submit resume and all supporting documents to [hr@rielinstitute.com](mailto:hr@rielinstitute.com)

We appreciate all submissions; however, only suitable candidates will be contacted.

*COVID-19: The health and safety of our employees, clients, and job candidates is our first priority at RIEL Institute for Education and Learning. Until further notice, interviews may be conducted over video calls.*