



RIEL Institute for Education and Learning

Employment Coach - Full Time

The Employment Coach will work as a team member of the Indigenous Youth Connections (IYC) Program. The IYC program assists youth to acquire necessary skills for sustainable employment. This program includes a supported work experience component.

Summary

- Recruit, interview, and select program participants
- Facilitate employability skills, skills for success, and related workshops as required
- Contribute to a fast-paced, collaborative, and supportive team dynamic
- Provide youth with resources and referrals as needed
- Create and update client files throughout program
- Maintain contact and provide support to clients throughout program
- Monitor and record student progress; meet regular reporting timelines
- Participate in regular team meetings
- Provide administrative support, as appropriate

Qualifications

- Certificate, Diploma or degree in related field or a minimum of 3 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

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.