



Women Building Futures
Work Proud

10326 107 Street
Edmonton, AB T5J 1K2
Office 780 452 1200
Toll Free 1 866 452 1201

womenbuildingfutures.com

Industry & Employment Liaison

Our Vision: Women Building Futures (WBF) is valued for empowering women to succeed in non-traditional careers, inspiring positive economic change for women and forever transforming the face of industry in Canada.

PURPOSE

To ensure that WBF achieves its annual employment outcomes by securing meaningful work experience and employment opportunities for graduates/alumni. Other key responsibilities include bringing industry into the classroom, working to prepare students for the realities of a career in the construction/maintenance sectors. Work with the growing Employer Services team to communicate WBF's reputation in providing high calibre talent to industry.

KEY ACCOUNTABILITIES & RESPONSIBILITIES

Employer Relationships

- Identify and foster new relationships and nurture existing relationships with WBF Employers of Choice.
- In collaboration with the Employer Services Manager and the Programming Team, consult with employers to define their hiring needs and develop opportunities for custom training programs.
- Research and compile information on existing companies within the WBF network; research new companies and prospective organizations as engaged or identified by the Employer Services Manager.
- Attend career fairs and networking events to promote WBF's Employer of Choice program.
- Identify opportunities for worksite tours, guest speakers, and additional occasions for student and employer interaction.
- Elicit employer feedback to track satisfaction levels and opportunities for service enhancements.
- Maintain WBF's database of employer contact information, profiles, hiring history and feedback for reporting and planning purposes.

Students, Graduates and Alumni (WBF members)

- Build long term collaborative relationships with students, graduates and alumni; implement and utilize tools to promote continued engagement in with WBF.
- Work with members to identify career goals, outline capabilities, challenges and solution strategies for successful employment.
- Track graduates, training progress and member employment; maintain records and reports.
- Follow up with members to measure satisfaction levels with WBF and make recommendations for service improvements.
- Create apprenticeship on-boarding plans; outline skill acquisition goals in preparation for technical training.
- Classroom facilitation of career development skills; interviewing, sourcing jobs, resume writing.

Employment Referral

- Assist students and graduates to find and assess employment opportunities, including sourcing student work experience and earned referral opportunities with employers.
- Provide excellent customer service support to both employers and members throughout the referral process.
- Identify and support Alumni Advisor with in addressing challenges with apprenticeship retention and completions.
- Record all referrals and ensure accurate data is tracked and maintained.

Facilitation, Coaching and Mentoring

- Provide support to students throughout the referral and employment process, with focus on resume development, interview preparation, networking, and job search strategies.
- Collaborate and liaise with the Programming Team to facilitate student workshops on career research, development and enhancement.
- Respond to emerging hiring trends and student needs with strategies that are aligned with WBF's vision and values.
- Actively support WBF's engagement of Indigenous women in exploring, preparing for and successfully entering Alberta's trades workforce.



Women Building Futures
Work Proud

Industry & Employment Liaison

PERSONAL ATTRIBUTES

- Strong relationship builder; approachable, empathetic, good listener, supportive but firm.
- Well organized and detail oriented.
- Results driven with a bias for action; entrepreneurial mind set.
- Outgoing, energetic and engaging.
- Flexible, adaptable and willingly embraces change.
- Composed and calm under pressure.
- Quick learner.
- Creative yet practical problem-solver; ability to see and capitalize on opportunity.
- Comfortable and confident communicating with a variety of people; industry leaders, trade personnel, students and alumni.
- Team player; ability lead projects, influence without authority, and work well independently.
- Exemplify WBF's core values of integrity, team work, empowerment, trust and compassion.

KNOWLEDGE, SKILLS & ABILITIES

- Excellent communication skills – written and verbal including from a distance via email, phone, and Skype.
- Persuasive; able to effectively highlight the services provided by WBF to industry.
- Strong computer skills – Microsoft Office, databases and online platforms.
- Understanding of the Alberta apprenticeship process and exposure to non-traditional sectors - construction, oil & gas etc.
- Ability to motivate, and encourage.
- Awareness of the challenges of women working in non-traditional roles; cultural, economic and social barriers to adult learning and employment.
- Ability to maintain confidentiality of sensitive and confidential information.
- Flexible; able to address employer and/or client concerns/challenges outside of business hours and/or class time.
- Capacity to travel up to 30% of time throughout Alberta is required - Responsibilities take the individual off-site to meet with employers, attend industry events, etc.

EDUCATION & EXPERIENCE

- 3-5 years related experience in industry, trades, or related environment.
- Demonstrated work experience in a fast-paced, changing environment.
- Demonstrated experience and comfort level in a coaching / mentoring and facilitation.
- Adult education experience is an asset.
- Experience working with indigenous women or other cultures; understanding of barriers to learning and employment.

ORGANIZATIONAL RELATIONSHIPS

- Direct report to Employer Services Manager.
- Regular interaction with the Programming Team, Marketing Team, Recruitment Team and Indigenous Engagement team.

Interested applicants can e-mail their cover letter and resume to Human Resources at careers@womenbuildingfutures.com. Please note only short listed candidates will be contacted.

Open until suitable candidate is found.