

### Employment advisor

Do you have a passion for networking? Do you know how to create and cultivate strong ties with customers and partners? Would you like to advise and guide individuals in their job search? Would you like to join our team of employability specialists?

If you answer yes to these questions, **you're just the person** we're looking for! The Valcartier Military Family Resource Centre would like to have you on board its team to welcome, inform and accompany, in both official languages, the employment support and education clientele. You will act as a resource person and the point of entry for all employability, career and education-related requests. You will assess clients' needs, work one-on-one with them to develop job search strategies, and refer them to appropriate services or resources as needed. You will lead workshops on job search strategies. You will work closely with other advisors to support clients' career paths and promote satisfactory, lasting integration into the job market.

**What is the Valcartier Military Family Resource Centre (Valcartier MFRC)?** It is an organization that assists the military and veteran community by offering various intervention and psychosocial support services, employability services and career development support, services for children (drop-in daycare) and youth (youth workers for youth aged 6 to 17), volunteer work and more.

#### **The values of the Centre:**

- Caring culture
- Transparency
- Autonomy
- Innovation
- Equity

#### **What the Centre offers its employees:**

- Caring work climate
- 13 statutory holidays and 2 mobile statutory holidays
- 84 hours for sickness and personal leave
- Group insurance after 3 months
- Team cohesion activities (many in a year)
- Free coffee at the office
- Proximity to a bicycle path
- Accessible shower at the Centre
- Continuing training program

#### **What we offer for the position:**

- Part-time job: 35h/week
- Location: Shannon (10 minutes from Val-Bélair)
- Start date: August 11<sup>th</sup>
- Salary: starting at \$25.86/hour

**Profile needed:**

- College diploma in a related discipline
- Minimum of one (1) year's work experience in needs assessment
- Fluency in spoken and written French and English
- Knowledge of community, public and private resources
- Knowledge of job search strategies
- Technological skills (virtual reality headset, iPad, computer)
- Knowledge of Office365 suite
- Interpersonal skills for individual and group intervention
- Good analytical skills and judgement of problem situations and possible directions
- Ability to establish a climate of openness and trust with customers
- Ability to work under pressure and set priorities
- Adaptability, autonomy and resourcefulness
- Knowledge of LGEstats and/or SIP databases (an asset)
- Understanding of the particularities of military life (an asset)

**Send your resume and cover letter to the Human Resources Department by e-mail to [RH@crfmv.com](mailto:RH@crfmv.com) .**

**\*\*\*Please note that only those selected for an interview will be contacted.**