



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our values. We have identified six core values that form our approach to serving clients, customers and each other:

***Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity***

**Position:** Employment Specialist  
**Status:** Casual  
**Location:** Bracebridge  
**Address:** 195 Wellington St, Unit 11, Bracebridge, ON P1L 1C2

**Role Summary:**

The Employment Specialist develops and maintains a current working knowledge on all programs and services to recognize and support employability. The incumbent provides customer service to our candidates by identifying their initial needs, administering program registration, and providing support with resources and information for their use within the centre.

**Education:**

- Completed post-secondary education in relevant field from a recognized Canadian Institute, or its equivalent.
- Appropriate certifications, certificates, and/or training relevant to the counselling field such as Career Development Practitioners Certificate designation an asset.

**Experience:**

- Minimum two years' experience in Human Services Field or other related field
- Experience with effective job/career search strategies
- Experience using career planning and decision making tools
- Experience in writing, critiquing, and editing résumés and cover letter

**Required Skills:**

- Able to work with diverse group of participants and establish rapport quickly
- Excellent interpersonal skills
- Proficiency in a multi-task and multi-need environment
- Strong administrative and organizational skills
- Intermediate user of Microsoft Office (Word, Excel, and Outlook)
- French language is an asset

**Knowledge:**

- Knowledge of careers and occupations, various job requirements, job search skills
- Knowledge of community and government resources available to clients
- Knowledge of the local and provincial labour markets
- Basic understanding of computer networks, hardware, and office equipment

**Hours:** Hours for this position will be on a **casual, as needed basis**.

**Travel:** Occasional travel may be required

**Hourly Rate:** Employment Specialist pay scale applies.

**How to Apply:** Please submit a cover letter and resume by e-mail to the attention of Julie Crate, Team Leader at [jobs@agilec.ca](mailto:jobs@agilec.ca)

Please place **ES Casual – Your Last Name - Bracebridge** in the subject line of your email.

**Closing Date:** January 14, 2019

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.