

JOIN OUR TEAM & HELP TRANSFORM LIVES

Agence Ometz is a Jewish human services agency offering social, employment and immigration services to help people fulfill their potential in order to secure a vibrant, growing community where people care for themselves and each other. Our work is guided by our core values of self-sufficiency, inclusivity, human dignity, caring communities and excellence.

Meaning courage in Hebrew, Ometz is a reflection of the courage of those who seek our support in transforming their lives.

By joining Ometz, you will work with a team of professionals who are compassionate, engaged and inspiring at an organization that has been consistently ranked in Leading Edge surveys, by our own exemplary staff, as a highly supportive and meaningful place to work. Help make our vision a reality – **Apply today!**

Career Development Coordinator

One-year contract, part-time (4 days/week)

Working hours: 12:00 to 8:00 pm

JOB SUMMARY

We are seeking a candidate to **coordinate a career exploration and labour-market integration program** and to deliver psychometric assessments and counselling to diverse participants (aged 44 and under). The role blends program coordination with direct service delivery, guiding clients through **career exploration, reorientation, and labour-market integration**.

RESPONSIBILITIES

- Coordinate end-to-end program operations: intake, eligibility screening, referrals etc....
- Develop partnerships with employers and educational institutions to facilitate informational interviews and site visits.
- Track program metrics and outcomes (KPIs),
- Ensure compliance with confidentiality, informed consent, and data-security protocols for assessments
- Administer, score, and interpret psychometric assessments (e.g., MBTI®, Strong Interest Inventory®) using age-appropriate practices.
- Synthesize assessment results to identify interests and, strengths; deliver feedback sessions and written reports with recommendations.
- Guide career exploration using NOC profiles, labour-market trends, and training/credential pathways.
- Support decision-making and individualized action plans (education, upskilling, credentialing, bridging programs, or employment).
- Offer case management: goal setting, barrier identification, referrals to wrap-around supports (e.g., language training, recognition of prior learning, tutoring), and progress monitoring.

REQUIREMENTS

- Master's degree in educational psychology (required) or similar field
- Demonstrated training and experience in career development and psychometrics within educational or community settings.
- Experience administering and interpreting standardized career assessments and integrating results into counselling.
- Proficiency in interpreting labour market information to guide career decision-making.
- Bilingual in French and English. We require languages in addition to French to best serve our clientele.
- Ability to maintain confidentiality and professionalism.
- Proficiency in using Word, Excel, PowerPoint, and Outlook

Please submit your CV and letter of interest to HR@ometz.ca

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted. The selected candidate will have to complete a vulnerable sector police check.