

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!**

Employment Specialist Assistant

Full time

JOB SUMMARY

The Employment Specialist Assistant will work alongside the Employment Specialists to provide administrative and client support services. The Employment Specialist Assistant will assist individuals in their job search process, offering guidance on resume formatting/editing and job applications. The assistant will help maintain records and communicate with clients to ensure a smooth and efficient operation of the employment department services.

RESPONSIBILITIES

- Assist clients in understanding and navigating the job search process
- Provide guidance on resume editing/formatting, cover letter preparation, and job application procedures
- Maintain accurate and up-to-date client records, ensuring confidentiality and compliance with organizational policies
- Assist with phone calls, emails, and other communications related to employment services.
- Create web profiles
- Follow up with employers regarding client referrals
- Stay informed about current job market trends, industries, and in-demand skills
- Research and compile information on potential opportunities for clients
- Assist in organizing and conducting workshops on topics such as job search strategies, networking, and professional development
- Prepare materials and resources for workshops and training sessions
- Input data into the organization's database, tracking client progress and outcomes.
- Work closely with Employment Specialists to ensure a coordinated approach in assisting clients.
- Collaborate with other staff members and external partners to enhance the range of services offered

REQUIREMENTS

- DEC, Bachelor's degree, or equivalent experience.
- Strong communication and interpersonal skills.
- Fluent English and French; Russian an asset; Hebrew an asset
- Familiarity with job search tools.
- Organizational and administrative skills with attention to detail.
- 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.