

## 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

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

Working hours: 12:00 to 8:00 PM

### JOB SUMMARY

We are seeking an Employment Specialist who is passionate about supporting jobseekers build the confidence, skills, and tools needed for a successful job search. In this role, you will guide participants with diverse backgrounds and employment experiences (aged 44 and under) through the process—providing coaching, structure, and support.

### RESPONSIBILITIES

- Provide one-on-one job-search coaching to help clients identify opportunities, understand employer expectations, and develop strong application strategies.
- Coach clients on strength-based resume/CV development, helping them create and refine their own documents.
- Support clients in building effective LinkedIn profiles, networking approaches, and digital job-search skills.
- Facilitate mock interviews and offer feedback to build confidence and communication skills.
- Coordinate informational interviews by connecting clients with employers and community partners.
- Maintain accurate notes, progress tracking, and reporting following agency guidelines.

### REQUIREMENTS

- DEC, Bachelor's degree, or equivalent experience.
- Experience in employment services, coaching, or recruitment
- Strong understanding of job-search tools including LinkedIn,
- Bilingual in French and English. We require languages in addition to French to best serve our clientele.
- Excellent communication, facilitation, and relationship building skills.
- Ability to work with diverse clients and understand employment barriers.
- Strong organizational abilities and comfort with digital tools and case-management systems.
- Patient, encouraging, and approachable coaching style.
- Collaborative and community-minded; able to build relationships with employers.
- Flexible, resourceful, and adaptable to different client needs.

Please submit your CV and letter of interest to [HR@ometz.ca](mailto: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.