



Career Opportunity

Youth Employment Worker - Youth Employment and Skills Strategy (YESS) Program

Full-time contract

Position Summary:

KIS Youth Employment and Skills Strategy (YESS) program focuses on supporting newcomer youth aged 15-30, particularly vulnerable youth facing additional barriers in accessing programs and services, to acquire the skills, learning experience, and opportunities they need to find and maintain employment. The program involves a combination of continuous one-to-one support, workshop and training, and group mentoring opportunities.

Position Title: Youth Employment Worker - Youth Employment and Skills Strategy (YESS) Program

Start Date: June 2022 – March 31, 2023

Salary: \$48,750 – 54,500

Reports to: Executive Director

Hours: 37.5 hours/week

Location: 448 Tranquille Road, Kamloops BC & remote work

Main responsibilities:

Outreach

Promote the program and encourage the participation of newcomer youth (aged 15-30) facing employment barriers, particularly youth that are most vulnerable, without employment, and not enrolled in school. Conduct community outreach to recruit newcomer youth through various strategies, including liaising with NYCH settlement workers and youth programs, working with partner agencies and other networks, and outreaching youth through emails, websites, and social media, etc.

One-on-One Services

Support newcomer youth with skill assessment, career planning, and setting goals according to their individual employment needs.

Provide support with immediate needs, such as resume and cover letter preparation, and conducting mock interviews.

Offer long-term coaching on skill development, career information, job search and retention support.

Research and share professional development opportunities with newcomer youth, such as employment events and workshops, and other employment related resources.

Research appropriate resources and services for newcomer youth who are interested in self-employment and entrepreneurship; refer them to internal and external self-employment programs/services.

Workshops and Training

Design and implement employment workshop series to enhance 'soft skills', knowledge of Canadian workplace culture, targeted networking, communication in the workplace, personality dimensions, etc.

Work with other employment program staff to identify opportunities for capacity building and training



Work with partner internal coworkers and external agencies to organize employment events and activities for youth, e.g. job fairs, placement opportunities.

Group Mentoring

Work with the mentorship program worker and volunteer coordinator to recruit professional mentors for the group mentoring sessions.

Facilitate group mentorship and networking sessions to provide youth with employment information and share workplace experience.

Refer clients to one-on-one mentorship programs and networking opportunities to facilitate participants' learning and connections.

Program Evaluation and Administration

Enter and maintain client information into database system

Maintain/enter records and evaluative data around participant progress and program outcomes.

Collect and analyze program evaluation data to enhance program planning, and to use evidence to share the impact of the YESS program effectively.

Participate in team and broader KIS trainings, meeting, and other activities as required

Represent KIS at community and employment-related events, committee meetings, etc.

Complete and submit program timesheets, program expenses and receipts, and other administrative forms on a timely basis.

Required Qualifications:

Combination of education and experience in social work, career/employment counseling or volunteer management.

Minimum 1 year experience providing employment support, preferably to newcomers to Canada.

Minimum of 1 year experience working with youth and knowledge of issues/barriers facing newcomer families.

Familiarity with newcomer youth's needs around employment.

Strong understanding of current job markets and resources for youth in Kamloops, TNRD, and Canadian workplace culture.

Ability to juggle multiple priorities, including facilitator and volunteer recruitment, partnership building, training and day-to-day oversight and trouble shooting.

Ability to work well with corporate partners and other stakeholders.

Excellent teamwork, networking, and partnership development skills.

Strong experience in providing one-on-one support and coaching.

Demonstrated skills in development and facilitation of group training sessions

Excellent communication skills in English, written and verbal; other languages an asset.

Solid computer skills, specifically with Microsoft Office, cloud applications, and social media.

Other Requirements

Requires flexibility around schedule to work occasional evenings and weekends. Requires regular travel within Kamloops and the TNRD (when in-person meetings are safe and permitted).



A successful clearance of criminal record verification will be required for the position (paid by KIS). Candidates will be asked to declare their COVID-19 vaccination status during recruitment process. Successful candidates will be required to provide proof before or directly upon the start of their employment.

How to apply:

Please submit cover letter and resume by Monday, May 23, 2022 at 5:00 p.m. to:
Youth Employment Worker – Hiring Committee
Kamloops Immigrant Services

KIS is committed to equity and creating a respectful and inclusive workplace culture that reflects the broad diversity of communities we work with. This includes people who identify as immigrants, refugees, women, Indigenous, Black, 2SLGBTQ+ people of colour, and people with disabilities.