

Position Description:

Newcomer Recruitment and Outreach Newcomer/Refugee Specialist
3-month contract position, with possibility of extension.

Do you have a passion for helping Newcomers find their new life in Canada? Do you have relevant insight and experience that will help you recognize the socioeconomic and personal needs and opportunities of Newcomers as they work toward success? Do you want to join a dedicated team of professionals, working together to support more vibrant, diverse and inclusive communities for all? Then this is the job for you!

Join The Hospitality Workers Training Centre (HWTC). Meet and work with the team at the forefront of workforce development innovation – working closely with vulnerable job seekers and high-growth employers, to support promising career pathways for our graduates and community stakeholders alike. As a member of the Recruitment and Outreach team, you will specialize in reaching and engaging Newcomer job seekers, identifying their career priorities, and helping gauge their job readiness as well as the supports they will need to get there.

You will be responsible for screening, interviewing and assessing candidates for fit, eligibility and readiness for HWTC's programs. You will also have the opportunity to inform and support the implementation of outreach and recruitment strategies and lead the activities specially honed for Newcomer program candidates. This is a 3-month contract, with opportunity for renewal, pending performance outcomes.

Primary Responsibilities:

- Cultivate community partnerships to support HWTC's recruitment strategy.
- Lead and/or participate in community outreach activities to promote HWTC and training opportunities.
- Action the recruitment process for new entrant candidates, including:
 - Lead information sessions/ first phase of candidate screening.
 - conduct behavioural interviews, skill assessments, participant follow-up, and coordination of course acceptance.
 - Ensure that participant data is entered into Salesforce in a timely manner that ensures participant privacy and records management standards are upheld.
- Support the placement of participants following completion of training.
- Support program administration as needed.

Other responsibilities:

- Represent HWTC at various external and internal events to establish the reputation of HWTC
- Use computer software and email to communication on a timely basis with colleagues and Participants.
- Contribute to meetings as assigned.
- Participates in review and evaluation activities.
- Other related duties as required.

Qualifications:

- Lived experience as a Newcomer job seeker and/or related experience working with Newcomers to Canada.
- Strong network and relationships with Settlement Service agencies and Newcomer Support groups across the GTA.
- Experience working in the hospitality and food service an asset.
- Additional languages are an asset.

We are seeking to fill this position immediately. Send resumes to careers@hospitalitytrainingcentre.com