

## Career Counsellor in rural communities

**CDEM** is seeking a dynamic, independent and creative person to fill the Career Counsellor position at **Premier Choix** in Manitoba's rural communities. The ideal candidate is bilingual (written and spoken) in both French and English and will be responsible for the following tasks:

The incumbent's main responsibilities will be to:

- Recruit participants that are looking for work in the assigned community;
- Assess participants to determine their employment barriers/challenges;
- Lead training sessions, workshops and learning modules;
- Prepare, revise and edit participants' résumés and cover letters;
- Assist participants in their job searches;
- Create an employment plan or personal roadmap for each participant;
- Develop/maintain a network of employers, community partners and prospective participants;
- Actively recruit new participants;
- Carry out any other reasonable task as required by the Premier Choix coordinator.

### Qualifications

- Post-secondary diploma, or a combination of experience and education in employment counselling, career development, social services, human resources development or a related field;
- Excellent oral and written proficiency in French and English;
- Demonstrated ability to work independently or in a team environment;
- Excellent organizational and analytical skills, autonomous and attentive to detail;
- Rigorous approach to work, with a focus on quality and creativity;
- Ability to work in an IT environment;
- Comfortable speaking in front of groups;
- Ability to travel independently around rural Manitoba;
- Previous experience working with people with disabilities would be an asset.

### Contract details

Full-time position, with competitive benefits.

Start date: as soon as possible

We comply with employment equity principles.

Interested candidates are invited to submit their applications:

Via email to [ssoro@cdem.com](mailto:ssoro@cdem.com)

Via regular mail in an envelope marked "Confidential" and addressed to:

Attention: Salimata Soro,

Human Resources Manager and Premier Choix Coordinator

CDEM (Economic Development Council for Manitoba Bilingual Municipalities)

200 — 614 Des Meurons St., St. Boniface, MB R2H 2P9

Only shortlisted candidates will be notified. Thank you for your application.

NOTE: This is a full-time position until March 31 2019, possibility of renewal, subject to funding.

