

JOB POSTING #2025-24-02

INTERNAL/EXTERNAL

Employment Mentors Program

Employment Outreach Worker

Wage: \$26.00 per hour

Part Time: 18 hours per week, Monday to Friday

April 1, 2025 – March 31, 2026 – 1 year contract

Provide Employment Services to Multi-Barrierred Immigrants

Join the team at Archway

Come Help Us Help People

Location: Abbotsford

On Site

Job Summary:

The Employment Outreach Worker uses a client centered approach providing both direct client service to newcomer adults, and outreach to prospective clients, employers, and community resources. This position helps bring people and employers together using a variety of methods and initiatives including pre-employment counselling, job coaching, transitional support, marketing to employers, and education to community organizations.

Your Role:

Archway's Employment Outreach Worker with the Employment Mentors Program contributes by:

- Attending community-based activities for networking purposes, promoting programs, recruiting clients, and building relationships with prospective employers.
- Assisting in promoting and marketing the Employment Mentors Programs.
- Seeking potential employers to provide mentorship opportunities for clients.
- Planning and delivering networking events in various industries.
- Planning and delivering topical workshops related to employment.
- Engaging and recruiting clients for the Employment Readiness Series.
- Assisting clients with one-on-one and/or group services in resume writing, cover letters, interviewing, job search techniques and labour market information.

This position is a great fit for someone who is organized, a planner, efficient, and able to adapt to a fast-changing environment.

Our Offer

- Wage: \$26.00 per hour
- A part time position at 18 hours per week, availability Mondays to Fridays, from 8:30 AM to 5:00 PM.

- April 1, 2025 – March 31, 2026 – 1 year contract

Benefits include:

- Employee and Family Assistance Program that includes online access to wellness resources.
- Great in-house training opportunities.
- Rewarding work in a positive environment.
- Work/Life balance.

Getting an Interview – you will be considered if you have:

- Experience in the employment services sector.
- Marketing and outreach experience.
- Experience working in a client service role.
- Ability to plan and deliver networking events and workshops.

The Job Requires you to have:

- Well-developed written, verbal, and active listening skills; able to communicate respectfully and effectively with people from a variety of backgrounds.
- A Class 5 valid BC Driver's License and satisfactory driver's abstract.
- The use of a personal vehicle is required for program-related driving; must be able to be insured according to Archway's transportation policy.
- A satisfactory Criminal Records Check is a condition of employment.

Closing date is May 07, 2025.

TO APPLY

Interested applicants are to reference **Posting #2025-24-02** in the subject line.

Please submit your cover letter and resume to:

Email: jobpostings@archway.ca

Subject: Job Posting #2025-24-02

No phone calls please. Only short-listed applicants will be contacted.

Must be legally entitled to work in Canada.

Your resume may also be forwarded to other Programs for their consideration for their job vacancies. If you do not wish for your application to be shared with other Programs, please send an e-mail to jobpostings@archway.ca with DO NOT FORWARD TO OTHER PROGRAMS, in the subject line of the e-mail and the job reference number to which you applied, in the body of the e-mail.

Archway's goal is to be a diverse workforce that is representative, at all job levels, of the people we serve. Equity and diversity are essential to excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including Indigenous identity, race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, gender identity or expression, or age.

We acknowledge that we gather on the traditional and unceded territory of the Stó:lō people. Stó:lō territory extends from the mouth of the Fraser River to Boston Bar. Locally, this includes the Matsqui First Nation and Sumas First Nation. We give them thanks for sharing their land and resources with us.

We invest in the mental health and wellbeing of our employees.