

**JOB POSTING #2025-11-04**

**INTERNAL/EXTERNAL**

**Career Paths for Skilled Immigrants (CPSI)**

**Employment Specialist**

**Wage: \$26.50 per hour**

**Full Time: 35 hours per week, Monday to Friday 9:00 AM to 4:30 PM**

**Starting Jan 5, 2026**

**Temporary to March 31, 2026 (with the possibility of an extension)**

**Assist with Clients' Employment Needs and Career Development**

**Join the team at Archway**

**Come Help Us Help People**

**Location: Abbotsford**

**On Site**

**Job Summary:**

The Employment Specialist is responsible for providing direct client services, involving intakes, career planning, resume/cover letter screening/revision, following up on skills upgrading activities, updating individualized action plans, maintaining the database, etc. This position will provide both direct client service and outreach to prospective clients, as well as connecting with employers to seek job opportunities for project participants. Program delivery will include group and one-on-one sessions using a variety of methods, including individual pre-employment counselling, career planning, job coaching and group networking events to enhance employment opportunities of the clients of the Career Paths for Skilled Immigrants program.

**Your Role:**

Archway's Employment Specialist with the Career Paths for Skilled Immigrants Program (CPSI) contributes by:

- Making accurate and timely entries into the database (iCARE, IIPS) to log activities, track participants' program outcomes, and ensure required documentation is completed for all participants.
- Attending community-based activities and job fairs to promote the program, recruit clients, and build relationships with prospective employers.
- Conducting initial inquiries/pre-screening for eligibility by providing prospective participants with application packages and supporting the application completion and collection.
- Providing potential participants with program information and facilitating referrals to appropriate services, including English Language Proficiency assessments and other service providers.

- Conducting career planning appointments using case management principles such as goal setting and barrier identification to create plans and track progress.
- Developing individualized action plans by conducting various research to facilitate participants' career and employment goals, including researching educational institutions, professional associations, and credential evaluation procedures.
- Planning skills-upgrading activities, tracking, and following up on participants' Skills Enhancement Services (SES).
- Screening, reviewing, and developing resumes and cover letters for program participants.
- Performing regular job search on various employment advertising sources and sending job leads to program participants.
- Conducting mock interviews with program participants.
- Providing one-on-one support to participants through collaborating, responding to queries, following up with individual action plans and motivating clients through program participation.
- Developing and maintaining relationships with employers to provide clients with employment placements and career opportunities.
- Preparing file closure documentation and monitoring closure dates.
- Performing overall organization and management of digital and physical client files.
- Planning, preparing, and facilitating program networking events.
- Collaborating with the Marketing & Communications team on planning and executing program promotion and campaigns on social media platforms and through printed materials.
- Coordinating schedules of program volunteers and conducting onboarding sessions.
- Other duties as assigned.

This position is a great fit for someone who is goal-oriented, has great organizational and admin skills, is adept with data entry into various databases, and is able to work with people from a diverse array of backgrounds, cultures, and experiences.

## **Our Offer**

- Wage: \$26.50 per hour.
- A full-time position at 35 hours per week.
- Temporary until March 2026, with the possibility of an extension.
- Perks include:
  - Great in-house training opportunities.
  - Access to online wellness resources including newsletters, physical health videos, and wellness events.
  - Free use of Archway's wellness equipment.
  - Business insurance and associated mileage costs for program-related driving is covered by Archway.
  - Rewarding work in a positive and supportive environment.
  - Work/life balance.

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

- Diploma in a related human/social services field and recent related experience, or an equivalent combination of education, training and experience.
- Experience in the career development field focusing on client outreach, group facilitation, individual employment/career counselling and portfolio/action plan development.
- Administration-related experience can be an asset.
- Experience working with the public in an office environment.

### **The Job Requires you to have:**

- Excellent verbal and written communication skills in English; ability to draft official communication.
- Excellent computer skills; ability to work with client database software, Microsoft Office 365, and virtual meeting platforms such as Microsoft Teams and Zoom.
- The ability to be a self-starter with a positive attitude and able to advocate for others.
- High level of attention to detail; ability to ensure precision and accuracy of work.
- Ability to prioritize and complete tasks to meet deadlines while dealing with competing priorities.
- Good planning, organization, and time management skills.
- Well-developed knowledge and skill regarding case management principles, including goal setting and action planning.
- Excellent activity planning, event facilitation, and presentation skills.
- Knowledge of best practices in employment skills, including resume and cover letter writing and formatting, networking, and interviewing.
- Skills in data entry, research, and analysis.
- Cross-cultural sensitivity and ability to communicate respectfully and effectively with people from a variety of backgrounds.
- Ability to keep up to date on labour market information and employment trends.
- Knowledge of Canadian workplace cultural norms.
- A satisfactory criminal records check is a condition of employment.

### **Closing date is December 28, 2025**

#### **TO APPLY**

Interested applicants are to reference **Posting #2025-11-04** in the subject line.

Please submit your cover letter and resume online only:

Email: [jobpostings@archway.ca](mailto:jobpostings@archway.ca)

Subject: Job Posting #2025-11-04

**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](mailto: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 invest in the mental health and wellbeing of our employees.*