

January 13, 2025

**Job Posting**  
**(Internal & External)**  
**Job Developer, Youth Employment**  
**(Full-time, until November 26<sup>th</sup>, 2027)**

The Cross-Cultural Community Services Association (TCCSA) is a not-for-profit organization that aims to facilitate the well-being of diversified communities through social services. The mission of TCCSA is to enhance the well-being and resilience of diverse communities by strengthening competencies and fostering participation through effective and professional human services.

The Youth Job Developer is responsible for the delivery of the Youth Reflect & Retool employment program. The Youth Job Developer is involved in all aspects of the program from youth participant recruitment to pre-employment skills training and services, to employer outreach and job placement. The Youth Job Developer will be helping youth transition into sustained employment.

The details of this job posting are listed as the follows:

<b>Job Title:</b>	Job Developer, Youth Employment	<b>Unit</b>	Employment
<b>Hours of Work:</b>	37.5 hours/week (required to work irregular hours including evenings, weekends and some holidays)	<b>Application Deadline:</b>	January 22, 2025
<b>Location:</b>	In-person, TCCSA York Centre		
<b>Salary Range:</b>	\$27.77 per hour, less applicable deductions		
<b>File #:</b>	File #01-25		

**Essential Duties and Responsibilities**

- Conduct youth job seekers' skills and interest assessments to match with suitable employment opportunities
- Provide on-on-one career coaching & mentorship, and develop career plans and networking opportunities for youth participants
- Provide training for resume and cover letter writing, interviewing skills, job search tools and strategies for youth participants
- Provide information about professional trainings and recommendations for youth participants
- Assist youth participants in job searches, completing and submitting job applications
- Manage caseload of youth job seekers according to industry best practices to track progress of youth and to meet performance targets

- Outreach to community centres, youth organizations, places of worship, schools, libraries, ethnic organizations, social service agencies to develop partnerships and recruit youth participants into the program
- Assist with marketing programs, workshops, info sessions, social media initiatives to promote the program
- Identify employment market sectors and outreach to employers in targeted sectors, including prospecting, cold calling, in-person visits, to identify suitable job opportunities to place youth participants
- Develop long term relationships with employers to understand the employers' business and staffing needs
- Negotiate on behalf of the youth participants the employment contracts with employers
- Outreach to and develop partnerships with employment agencies and business associations
- Track and monitor the progress of the placements through on-site visits, phone calls, and interviews with youth and employer
- Resolve any issues related to the quality and expectation of the placement to align with the youth's career goals
- Maintain participant, employer, partner database, files and documentation, records of counselling sessions with youth in accordance with confidentiality requirement and funder's requirements using agency and funder-approved platforms
- To work in all four TCCSA locations (Downtown, Mississauga, Markham, Scarborough), and any other location as the Association expands;
- To perform other duties as may be assigned by supervisor

## Qualifications

- University degree in Human Resources, Business, Career and Work Counselling, or a related field from a recognized institution
- 3 years of work experience in building relationships with clients (ethnic youth in particular) and employers in recruitment, job placement and development
- 2 years' experience working in youth employment services
- Extensive existing network of employer and partner relationships
- Knowledge of employment market ecosystem, landscape, and trends
- Strong online presence and expert use of LinkedIn
- Exceptional outreach, prospecting, and consultative skills
- Strong inter-personal, verbal, and written communication skills
- Effective organization and time management skills
- Proficiency with OCMS, MS Office, Google Services and social media that facilitate work, communication and online marketing, knowledge in graphic software is an asset
- Proficiency in written and spoken English, as well as a second language commonly used by clientele is an asset
- Online facilitation experience is a strong asset (in particular, experience with using Zoom, MS Teams, and Webex)
- Ability to work effectively both independently and as part of a team;

- Proof of a clear “Vulnerable Sector Screening” with a local police service is mandatory
- Must be legally entitled to work in Canada;
- Able to travel in the GTA, has a valid Ontario Driver’s license and access to a car is an asset

## Application

Please submit application by **January 22, 2025, 5:00 pm** through email: [recruit@tccsa.org](mailto:recruit@tccsa.org).

Applicants should quote file #01-25 Job Developer, Youth Employment on the application.

We thank all applicants who are interested in this position. Only selected candidates will be contacted for interview. Regrettably we cannot accept telephone enquiries.

TCCSA is an equal opportunity employer. TCCSA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.