

## Employer Strategist (Bonnyville/Cold Lake)

### Job Information

**Location:** Bonnyville/Cold Lake

**Part Time/Full Time:** Full Time

**Number of Positions:** 1

**Term/Permanent:** Term Contract

**Term End date:** March 31, 2026.

**Hours of Work:** 35 Hrs. per week

**Salary:** Starting at \$55,000 annually

**Deadline for Submission:** Open until a suitable candidate is found

EmployAbilities Labour Force Link (LFL) Program seeks to fill a term-based, full-time position for an Employer Strategist supporting communities of Bonnyville and Cold Lake.

The Employer Strategist is responsible for the engagement & delivery of Labour Force Link services & supports to employers needing assistance with finding, keeping, advancing and retaining their workforces, within their respective community.

It is a hybrid position with staff working from home, booking meeting space in the LES (Lakeland Employment Services) or other agencies as needed and out and about meeting employers on site.

### Key Responsibilities

1. Demonstrate the Agency values of compassion, collaboration, innovation, integrity, and inclusiveness in all interactions and initiatives.
2. **Intake and Assessment:**
  - Determine employer eligibility and suitability for supports and services.
  - Conduct employer needs assessments to identify the best approach to address acknowledged needs.
3. **Service Plan Development:**
  - Support employers in developing service plans to address needs through applicable strategies, approaches, and timelines.
  - Create and maintain up-to-date, accurate files, and timely documentation.
4. **Employer Development:**
  - Promote the benefits and available support services to potential employers.
  - Research and develop employer and industry relationships to understand local labor market conditions, available positions, required qualifications, and advancement opportunities.
  - Research, develop, and implement project curriculum to address employer needs, technological changes, or labor market shifts.
  - Promote and deliver various employer one-on-one and group workshops (face-to-face or virtually).
  - Research grants and programs available to employers and assist them with paperwork.
  - Maintain regular follow-up contact with employers using the most appropriate communication method.
5. **Community Involvement:**
  - Represent the Agency and promote available supports, services, and programs to employers and the community through networking, presentations, conferences, job fairs, and other events.

## Job Posting

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- Develop excellent relationships with relevant organizations, government agencies, and industry associations to expand the employer support network.
- Market the program in person, online, or via email for continuous recruitment of employers.
- Undertake special tasks, research, projects, and other assignments within the Agency.
- Take the lead in organizing job fairs, employer connections, educational events, etc.

### Qualifications:

- Degree/Diploma in Business Administration, Human Resources or Economics preferred. Education plus related experience will also be considered
- Extensive knowledge and skill in identifying opportunities relating to labour force and employer needs
- Proven experience in understanding labor market dynamics, workforce development strategies, employer-employee relations, and business management principles.
- Minimum 2 years' experience working with business/employer related programs and services
- Ability to establish positive working relationships with individual employers and employer associations.
- Ability to work independently and collaboratively in a dynamic, fast-paced environment.
- Demonstrate strong interpersonal and communication skills.
- Proficiency in the use of multiple computer software applications.
- Valid Class five driver's license with reliable vehicle
- Must live within the region encompassing the two communities being served.
- Clear criminal record check.

## How to Apply

Please submit your complete resume and cover letter to: Rebecca Hilligas at [rhilligas@employabilities.ab.ca](mailto:rhilligas@employabilities.ab.ca) . In the subject line, indicate Employer Strategist – Bonnyville/Cold Lake.

We thank all applicants for their interest. All applications will be reviewed. Only individuals selected for interviews will be contacted.

EmployAbilities is an equal opportunity employer, and we are committed to increasing diversity and inclusion in our workforce and in our organizational practices. We encourage candidates of all backgrounds and experiences to apply.

If you require accommodations at any time during the recruitment phase include that information in your application.