



Employer Liaison – Grande Prairie

Location:	Grande Prairie, Alberta
Temporary/Permanent:	Permanent
Hours of Work:	35 hours / week, (Monday) to (Friday), (8:30) am-(4:30) pm
Salary:	\$46,000-48,000 / year
Application deadline:	August 20, 2025

Join our team! EmployAbilities is looking for an (Employer Liaison), supporting the (Future Works) program, working hybrid out of our Grand Prairie office (105-10126 117 Ave). The successful candidate will play a pivotal role building and maintains strong relationships with employers and community stakeholders across Grande Prairie and surrounding communities. This position plays a central role in employer engagement, job promotion, providing training, program and funding application support and supporting successful partnerships with community stakeholders. The Liaison also gathers and shares labour market information, supports job retention efforts, and contributes to marketing and outreach initiatives.

What You'll Do

- Build and maintain strong relationships with employers & stakeholders across Grande Prairie and surrounding communities
- Liaise with employers to identify potential opportunities for information interviews, mock interviews, and employment opportunities
- Research and develop employer and industry relationships to build understanding of local labour market conditions including available positions, required qualifications and advancement opportunities
- Research, develop and present project curriculum to address employer needs, changes in technology, or the labor market
- Create, promote and deliver a variety of employer workplace training to employer staff (e.g., customer service, communication, conflict management)
- Research grants and programs available to employers, be very knowledgeable about current initiatives as well as assisting employers with paperwork or applications
- Represent the Agency and promote available services and programs to employers and the community through networking, presentations, conferences, attendance at job fairs, and other business events
- Take the Lead in organizing job fairs, employer connections, educational events, and gathering partners et
- Develop excellent relationships to collaborate with relevant organizations, government agencies, and industry associations to expand employer support network
- Create and distribute promotional materials including posters, job postings, and social media content

What You'll Bring

- Post-secondary education in Business, Human Resources, Marketing, or a related field preferred
- Minimum two years' experience in employer engagement, employment, or marketing/outreach
- Previous experience working with persons with disability or barriers to employment or other at-risk populations
- A valid class 5 driver's license and access to a vehicle

- Clear criminal record check including vulnerable sector check

Needed Skills

- Excellent interpersonal and communication skills, including public speaking and relationship-building
- Strong writing and communication skills for creating employer-facing materials and digital content
- Proficient in Microsoft Office 365, Canva, and social media platforms
- Proficiency with Virtual Meeting platforms (Skype, Zoom, Teams Google meet etc.)

How to Apply

Please submit your resume and cover letter to (Jan Watson) at (Jan@employabilities.ab.ca). In the subject line, indicate “(Employer Liaison – Grande Prairie)”. All applications will be reviewed. Only individuals selected for interviews will be contacted. EmployAbilities is an equal opportunity employer; we encourage candidates of all backgrounds and experiences to apply. If you require accommodations, please let us know in your application.

About EmployAbilities

At EmployAbilities, we help people with disabilities and barriers to employment find jobs and live better lives. We are a collaborative, inclusive workplace that, in addition to providing a competitive salary, offers a comprehensive benefits package with RRSP matching, a professional development allowance, fifteen paid personal days per year, and many other perks.