

Employer Strategist (Cold Lake)

Job Information

Location: Cold Lake, AB

Part Time/Full Time: Full Time

Term/Permanent: Term Contract

Term End date: December 31, 2027, with the possibility of extension

Hours of Work: 35 Hrs. per week

Salary Range: \$55,000 - \$58,000

Deadline for Submission: Applications will be accepted until March 25, 2026 at 4:30 PM MDT.

EmployAbilities is seeking a highly organized and community-focused Employer Strategist to lead employer engagement and the delivery of Labour Force Link services and supports in **Cold Lake**. This role works directly with employers requiring assistance with finding, keeping, advancing, and retaining their workforce, while building strong community relationships and supporting local labour market needs.

Key Responsibilities

Agency Values Champion

- Demonstrate and uphold the Agency's core values of compassion, collaboration, innovation, integrity, and inclusiveness in all interactions and tasks.

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.

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.

Employer Development:

- Promote the benefits and available support services to potential employers.
- Research and develop employer and industry relationships to understand local labour market conditions, available positions, required qualifications, and advancement opportunities.
- Research, develop, and implement project curriculum to address employer needs, technological changes, or labour 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.

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.
- 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 Human Resources.
- Extensive knowledge and skill in identifying opportunities relating to the labour force and employer needs.
- Proven experience in understanding labour 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 a reliable transportation.
- Must live within the region encompassing the community being served.
- Clear criminal record check required.

How to Apply

Please submit your complete resume and cover letter to: Samantha VanDuzee/LFL Program Supervisor at svanduzee@employabilities.ab.ca . In the subject line, indicate **Employment Strategist – 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.