

Employer Liaison

Be Part of the Mission

Where Ability Meets Opportunity

At EmployAbilities, our mission is to provide specialized services to individuals with disabilities or other barriers to employment by creating opportunities for skill development, education, and employment.

We envision an inclusive society where all people are valued, respected, and have the opportunity to work to their full potential.

Since 1974, we have served people with disabilities, addressed barriers to employment, and worked with employers, and we act as a voice for community advocacy. Experience and passion have fueled our leadership in developing programs, services, and resources that increase the economic participation and empowerment of people with disabilities and individuals with barriers to employment. Our services are not about entitlement or compromise, but inclusion and opportunity.

Program & Location: Career Evolution North - Cold Lake/Bonnyville

Part Time/Full Time: Full Time and In-Person

Hours of Work: M-F 8:30 a.m. – 4:30 p.m., 35 hours/week

Salary: \$55,000 – 60,000 annually

Deadline for Submission: August 14, 2026

How to apply: Submit your resume and cover letter to the Program Supervisor:

Tracey Knowlton, tracey@employabilities.ab.ca

Job Summary

Reporting to the Program Supervisor, the Job Developer/Employer Liaison is responsible for building awareness of persons with barriers as a viable source of skilled labour, establishing working relationships with employers, and supporting clients in securing meaningful employment.

Key Responsibilities

The Job Developer/Employer Liaison provides individual employment action plan development, job development, job placement, and follow-up services. Specific responsibilities include:

- Demonstrate the Agency values of compassion, collaboration, innovation, integrity and inclusiveness.
- Conduct individual interviews with clients to assist in the identification of appropriate employment goals, employment barriers, and the development of job placement strategies.

- Build and maintain positive working relationships with individual employers to bring awareness and promote the skills and abilities of persons with a disability or barriers to employment.
- Liaise with employers to identify employment opportunities
- Promoting job-ready clients, identifying local job opportunities, and providing recruitment assistance to employers.
- The Employer Liaison supports client retention by coordinating with the Employment Facilitators and employers when issues arise post-placement, helping to resolve concerns early.
- Organize employer engagement activities such as mock interview marathons, employer showcases, delivery of employer-focused training.
- Timely and accurate data entry into the agency and/or Government of Alberta database.
- Collaborate with the Employment Facilitator to identify and secure employment opportunities for candidates
- Working with the Employment Facilitator to align clients job targets and skills, guiding targeted outreach to potential employer partners.
- Evaluate potential worksites by researching job availability and ensuring alignment with clients' skills, qualifications, and career goals.
- Match client's transferable skills and interests with available labour market opportunities.
- Expand awareness of Career Evolution North and employment opportunities within the Business Community by participating in networking events, job fairs and public speaking opportunities.
- Provide participant follow up services with employers after placement including telephone contact and on-site visits as required.
- Engage in professional consultation and liaise with community agencies and various partners to promote the agency and its clients.
- Represent the Agency and promote available supports, services and programs to the community and other service providers through networking, presentations, conferences, attendance at job fairs and other business events.
- Update and maintain the Employer/Client Data Base.
- Other duties as required.

Qualifications

- Degree or Diploma in Business, Human Resources, Marketing, Career Development, or a related field preferred.
- Previous experience in employment counselling and/or employment development is preferred.
- Experience with full cycle recruitment with an understanding of current employment opportunities and labour market trends.
- Previous experience working with persons with barriers to employment or other at-risk populations is preferred.
- Excellent interpersonal and communication skills, including public speaking and relationship building.

- Strong writing and communication skills for creating employer-facing materials and digital content.
- Must have knowledge of the local labour market.
- Must have a clear understanding of client confidentiality and FOIP
- Proficiency in the use of Microsoft Office Suite.
- Must have a valid class 5 driver's license and reliable vehicle.
- Proficiency in the use of Microsoft Office Suite, Virtual Meeting platforms (Skype, Zoom, Teams, Google Meet, etc.).
- Clear criminal record check including Vulnerable Sector

Requirements

- **Driver's Licence:** A valid Class 5 driver's licence is required.
- **Vehicle:** Access to a reliable vehicle is required.
- **Travel:** This position requires regular travel to Cold Lake, Bonnyville, and the surrounding area.
- **Criminal Record Check:** A satisfactory Criminal Record Check is required.
- **Legal Work Authorization:** Candidates must be legally authorized to work in Canada.

Why Join the Team

We offer an exciting and challenging work environment and a company culture that values collaboration, innovation, inclusion, compassion, and integrity.

We provide an inclusive workplace with a highly engaged team that collaborates, supports, recognizes, and celebrates each other's differences.

How to Apply

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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.