

# Manager of Client Recruitment

The Brock Youth Centre requires the services of a part-time Manager of Client Recruitment to assist in the implementation of the Youth Enterprise and Employment Program (YEP) (approximately 20 hours per week, weekdays and occasional evenings with anticipated completion March 31, 2019). The Manager of Client Recruitment is responsible for partnering with members of the community to identify and recruit individuals aged 18 to 29 into the of the Youth Enterprise and Employment Initiative offered by the BYC and made possible through the generous funding support of the Government of Canada and the Province of Ontario in addition to community generated funds and local government support.

The Manager will assist the Director of Programs and Partnerships in developing and implementing an outreach program to raise awareness of the YEP and to recruit individuals and business mentors to help achieve the objectives of the program.

Clients will be youth currently unemployed or underemployed who seek to establish a new business or improve their employability options through understanding of business operations and service excellence.

We're seeking an experienced Manager of Client Recruitment. The successful individual will be responsible to identify and recruit individuals into the program who would engage in establishing their own business, who seek to grow their existing business to a new level, or who are seeking to improve their business understanding and employee skills in order to better secure employment in the region.

## **Duties and responsibilities Include:**

- Build relationships and develop social networks of successful business leaders and youth and youth support professionals while projecting a professional image at all times
- Full cycle program recruitment (sourcing, screening, candidate assessments, interviews, contract negotiations) for program participation
- Devise and implement a comprehensive recruitment and sourcing strategy to identify potential candidates from referrals, cold calls, social media, conferences and trade shows, business organizations, government program contacts, schools and churches, market research and other related channels.
- Regularly contribute to the development of new concepts and techniques to acquire clients and mentors for the assigned program areas.
- Manage active candidates throughout the program process through effective communication to ensure a positive candidate experience.
- Maintain talent pipelines through ongoing, targeted communication to stay in contact with potential candidates who have experience that aligns with current and future program requirements.
- Identify and present a diverse candidate slate to support business diversity and inclusion efforts

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- Coordinate face to face interviews with short listed candidates with the Director of Programs and Partnerships
- Attend weekly meetings to strategize on current or proactive recruitment efforts.
- Represent BYC at career fairs and other networking functions
- Prepare and post program postings/advertisements as required
- Plans and participates in community events concerning employment, education and career development
- Assists employers with identifying their employment and training needs and conducts site visits to ensure employers can provide suitable and safe workplace environments
- Initiates and maintain documentation of contacted employers, job leads and other job development activities
- Maintains up-to-date information on clients with accurate notes regarding client interviews, current recruitment status and job development activities
- Assist with outreach activities, which include attending community events/ job fairs and visiting community partners, resident's buildings and local business to inform jobseekers about BYC services
- Participates in regular fundraising activities for BYC

## **Required qualifications to be successful in this role:**

- Completion of a college certificate or diploma (preferably in a related program), two years of related experience; or an equivalent of related education and experience.
- Two years of business development or community outreach experience with an understanding of the small business sector, marketing, and program development and management.
- Previous agency and program recruitment experience would be ideal
- Demonstrated success in recruiting hard-to-find candidates and program resources
- Familiarity with using social media, innovative resources and on line tools for sourcing candidates
- Proven ability to take initiative and look beyond current situations to identify a pipeline of talent
- Develop strategies to target and recruit candidate pool using a variety of tools and techniques
- Because this position would be required to travel to outreach to clients and supporters, a valid Province of Ontario driver's license with a reliable motor vehicle is necessary.

Hours of Work: Approximately 20 hours per week (Includes weekdays and occasional evenings)

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