



**Employment Opportunity**  
**Youth Employment Program (YEP) Outreach Coach**  
**Contract position FTE 40 hours/week**  
**Closing Date: September 8, 2021**

The Calgary Bridge Foundation for Youth (CBFY) is a charitable not for profit youth focused family centered hub that gives power of voice to immigrant and refugee children, youth and families. CBFY is in its 30<sup>th</sup> year of services and is a core leader within the youth domain in the Calgary settlement and integration sector. CBFY works in collaboration with the two public schools in Calgary, Calgary Board of Education and Calgary Catholic School district to ensure that youth and their families are equitably engaged to thrive and not merely to survive. In any given year the organization supports over 13,000 individuals.

Five factors are critical to CBFY's future success. These are 1) quality and sustainability of programming, 2) accessibility to families and individuals, and presence in the community, 3) engaged employees and volunteers, 4) accurately and credibly measured outcomes and 5) impact and expand capacity to meet the need. Employees are evaluated on organizational priorities and the following competencies, measurement, decision making, communication, continuous learning and positive relationships.

**Job Objective**

Reporting directly to the Youth Employment Program Supervisor, the Youth Employment Outreach Coach will be working now with participants of the program to develop their social and employability skills.

The position will also involve the delivery of the program, outreach to recruit participants and connections with employers to create work placement opportunities for program participants.

The Youth Employment Outreach Coach will be responsible for marketing the participants of the YEP program to employers. In addition, the Youth Employment Outreach Coach will support clients' recruitment, develop the clients' portfolios, arrange work placements, recruit volunteer mentors, and perform case management to document participants' work placement and progress.

**Scope of Duties and Responsibilities:**

- Supports participants with resume writing, interview preparation and job applications
- Supports youth to address barriers to employment
- Facilitates job placements for program participants
- Provides participants with labour market and community resource information
- Establishes contact with employers to arrange the order of participants
- Monitors participants' performance during work placement
- Creates and maintains documents related to the placement of youth
- Initiates contacts with potential employers and industry representatives to facilitate work placement
- Performs case management to document client cases
- Assists participants in job search and application process
- Matches job skills with applicant's interest and qualification

**The duties and responsibilities outlined above are representative but not all-inclusive—other related duties as required.**

**Qualifications and Requirements**

*Required*

- Bachelor's degree in social sciences or equivalent degree in a related field
- Knowledge of immigration and refugee settlement issues
- Familiarity with the labour market in Calgary and Alberta
- Excellent marketing and networking skills
- Strong work ethic and the ability to work with people from diverse cultural backgrounds
- Must have excellent written and verbal communication skills
- Experience working in the youth employment sector
- Strong computer skills and working knowledge of Microsoft 360 Suite
- Driver's license required
- A high degree of independence and initiative within a team environment
- Certified Career Development Professional (CCDP) designation is an asset

**Lines of Communication/Accountability**

- + Reports directly to the Youth Employment Program Supervisor
- + Occasionally work closely with the Volunteer Resource Department and other CBFY staff members as needed.

**Please submit your resume and cover letter.** We thank all candidates who apply. Only those selected for an interview will be contacted. No phone calls please. The Calgary Bridge Foundation for Youth provides equal opportunity employment and encourages applications from all qualified persons. Visit our website at [www.cbfy.ca](http://www.cbfy.ca)