



POSITION: Employment Consultant and Job Developer

DEPARTMENT: Employment Programs

REPORTS: Manager, Employment Programs

LOCATION: 44 Mobile Drive, Toronto

SALARY RANGE: \$50,000 to \$ 58,000

STATUS: Full Time 1 Year Contract (with possibility of renewal)

SCHEDULE: Monday to Friday, 9 am to 5pm; weekends as needed

EXPECTED HOURS: 40 per week

APPLICATION DEADLINE: March 13, 2026

BENEFITS:

- Company events
- Dental care
- Extended health care
- On-site parking

About New Circles

New Circles Community Services is a dynamic non-profit dedicated to strengthening community integration and supporting newcomer families as they build stable, fulfilling lives in Canada. We deliver employment-focused programs that reduce barriers and help newcomer clients navigate the Canadian labour market.

FULL JOB DESCRIPTION

We are seeking a passionate Employment Specialist & Job Developer to provide full-cycle employment services, including intake, assessment, job development, placement, and retention support.

The Opportunity

This role is crucial in supporting racialized newcomers as they build essential skills and connections for sustainable re-settlement and successful integration into the Canadian workforce.

The Employment Specialist and Job Developer will be responsible for the full lifecycle of employment-related services, including program development and implementation,

workshop development and facilitation, evaluation, client intake and reporting. This position ensures that our clients are actively engaged in programs that directly address their unique needs and barriers to employment.

You will also oversee service quality, prepare required reports, maintain meticulous documentation, and ensure full compliance with organizational goals and funder requirements, while professionally representing New Circles in the community.

At New Circles, the Employment Specialist and Job Developer will connect talent with opportunity — building stronger communities through employment.

We are seeking an Employment Specialist / Job Developer who cares about people and enjoys assisting newcomer clients with entering or returning to the workforce to achieve stable employment. Candidates must be self-directed and very comfortable networking to uncover employment opportunities and communicate with various clients, employers, and internal team members. You will be responsible for providing clients with job search techniques and resources, developing relationships with employers to identify suitable employment opportunities for clients, and coordinating interviews for prospective candidates.

Key Responsibilities:

1. Administrative

- Schedule and conduct intake appointments and needs assessments.
- Respond to inquiries from clients and referral partners.
- Complete eligibility verification and ensure documentation accuracy.
- Participate in outreach with community agencies and employers.

2. Employment Counselling

- Provide individualized job search assistance and recommendations.
- Conduct assessments and develop employment plans.
- Maintain accurate case notes and progress reports.

Facilitation

- Deliver workshops on resumes, job search strategies, LMI, networking, interviewing, and retention.
- Develop resumes and cover letters tailored to client goals.
- Prepare clients for interviews and conduct mock interviews.

Job Development, Placement and Incentives

- Develop strategies to secure employment opportunities.
- Build and maintain employer relationships.
- Promote programs and negotiate placement agreements.
- Apply to job postings on behalf of clients.
- Conduct site visits and support retention through follow-up.
- Coordinate job fairs, employer sessions, and networking events.

Qualifications:

- 2+ years of experience in employment consulting or job development.
- Bachelor's degree in social work, Business Administration, Education, Community Development, Career Development, Human Resources (HR), or a related field.
- Strong communication, administrative, and time-management skills.
- Ability to meet targets in a fast-paced environment.
- Proficiency in MS Office and online research.
- Strong understanding of Canadian labour market trends.
- Experience supporting vulnerable or underemployed individuals.
- Ability to obtain a Vulnerable Sector Check.
- Access to a vehicle as travel required throughout the GTA.

Knowledge & Attributes

- Ability to multi-task in a fast-paced environment with a proven track record of meeting targets and outcomes.
- Demonstrates a sense of urgency and motivation when completing tasks to ensure program targets are achieved.
- Experience composing reports and computer literacy in MS Office, Internet and Outlook in the Windows environment.
- Knowledge and understanding of Canadian labour market conditions, practices, trends, job search strategies and techniques.
- Strong interpersonal, employment coaching, facilitation, interviewing and presentation skills.
- Proven experience working with unemployed, underemployed, vulnerable individuals who face barriers to entering the labour market.
- Broad knowledge of community-based services and supports.
- Understanding of systemic barriers affecting newcomers.
- Strong interpersonal and teamwork skills.
- Empathetic and culturally aware approach.

- Fluency in English; additional languages are an asset.

Why Join Us?

This role offers a unique opportunity to make a tangible, immediate difference in the lives of newcomer families. By joining the dedicated team at New Circles, you will be at the forefront of community integration, directly helping to build a more inclusive and connected future.

If you are passionate about building community and possess the qualifications and flexibility to thrive in this dynamic role, we encourage you to apply today!

To apply for the position, please send your resume and cover letter in one pdf document to Kimona Hudson, Manager Employment Programs at kimona@newcircles.ca.

Thank you for your interest in this position but only candidates selected for an interview will be contacted.

“We work together to provide basic needs, empower people and build better lives.”