
World Skills Employment Centre Internal/External Job Posting
Employer Engagement Coordinator, SOPA

Term:	Full time position (35 hours per week) to March 31, 2027, with possibility of extension
Application process:	Please send your cover letter and resume saved as one file with Your Name_ Employer Engagement as the subject heading to andreea@ottawa-worldskills.org
Deadline:	Monday, August 3, 2026
Salary and Benefits:	\$32.24 - \$33.85 per hour based on experience, plus a comprehensive benefits plan including health, dental, RRSP and vacation leave

POSITION SUMMARY:

World Skills, a not-for-profit employment service for new Canadians, is seeking to fill the position of Employer Engagement Coordinator to work as part of the Settlement Online Pre-Arrival (SOPA) team. SOPA is a partnership between World Skills Employment Centre (WS), Catholic Centre for Immigration (CCI), and Immigrant Services Association of Nova Scotia (ISANS). SOPA was created to improve linkages between pre-arrival and post-arrival services using a suite of professional online tools. Clients have access to various tools before arriving in Canada to facilitate and accelerate economic integration. The Employer Engagement Coordinator, SOPA will be the liaison between employers Canada-wide and the national SOPA Employment Counselors Team, offering dedicated employer support services to increase employer connections and engagement with pre-arrival clients. The employee will perform the following duties:

MAJOR RESPONSIBILITIES:

- Recruit and engage employers across Canada
- Organize, develop, participate and/or present information and orientation sessions to educate employers on the benefits of hiring newcomers
- Conduct ongoing outreach, group, and one-on-one sessions, to equip employers with the necessary knowledge and skills to effectively support the hiring of pre-arrival newcomers
- Provide guidance and share resources with employers on creating inclusive work environments, cultural awareness, and cross-cultural communication
- Promote the importance of cross-cultural training and available resources
- Organize and facilitate regional and national employer networking events to increase connections between pre-arrival clients and employers
- Plan and coordinate all the logistics for the national annual virtual job fair for pre-arrival clients, including recruitment of employers and community partners
- Keep up to date on provincial labour market trends
- Record all relevant employer information and events on databases in a consistent and timely manner as appropriate
- Participating in other SOPA activities and programming elements as needed
- Provide information as required for internal/external reports
- Other duties as requested by the SOPA Supervisor or Team Manager

QUALIFICATIONS:

- Minimum of two years of experience in business development, public relations, marketing, employer engagement, or a related field
- Postsecondary degree or diploma in business, marketing, communications, human resources, employment services, or a related field, or an equivalent combination of education and experience
- Demonstrated experience in employer outreach, networking, partnership development, and relationship management
- Knowledge of Canadian labour-market trends, employment practices, and workforce needs
- Understanding of newcomer employment barriers, Canadian workplace culture, and inclusive hiring practices
- Experience engaging and supporting employers in cross-cultural environments; experience connecting employers with newcomer talent is preferred
- Experience facilitating group sessions, delivering presentations, and representing an organization at meetings and events
- Strong written and verbal communication skills in English; additional languages are an asset
- Experience coordinating and delivering programs in virtual environments using digital platforms and communication tools
- Proficiency with Microsoft Office, virtual meeting platforms, customer relationship management systems, and online outreach tools
- Excellent online research skills, including the ability to identify employers, industry trends, employment opportunities, and relevant labour-market information
- Experience tracking program activities, maintaining accurate records, and preparing reports
- Strong organizational, time-management, and priority-setting skills, with the ability to meet tight deadlines
- Ability to work effectively both independently and collaboratively in a fast-paced environment
- Resourceful, adaptable, and able to learn new systems and processes quickly
- Strong work ethic and commitment to supporting the needs of clients and the organization

ISANS Core Competencies**Cultural Competency; Equity, Diversity & Inclusion**

- Embracing the value that different perspectives and cultures bring to an organization

Collaboration

- Working collaboratively with others across the organization to achieve shared objectives

Continuous Learning

- Continually seeking new knowledge and skills, as well as developing existing capabilities

Innovative Thinking

- Introducing new ways of looking at problems and developing useful ideas that are new, better, or unique
-

Accountability

- Holding self and others responsible and accountable to being transparent and principled in our approach and to meeting commitments

Respect

- Actively encouraging an environment of fairness, honesty and integrity for all

World Skills operates in a hybrid environment. This position is currently expected to work in the office a minimum of 1 day per week, plus in-person meetings or events as required. In the future, staff will be expected to work in the office 2-3 days a week.

World Skills Employment Centre is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including in the recruitment process. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Manager. We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Indigenous peoples, persons with disabilities, and persons of any sexual orientation and gender identity.

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