



*** Internal & External Posting ***

EMPLOYMENT LIAISON

Full-time – 35 Hours/Week

Term Position: Until September 30, 2026

Competition No. 2026.06.01

(To apply, please follow “How to Apply” instructions at the bottom)

POSITION SUMMARY

This is a term position funded through the Employment and Income Assistance (EIA) Endowment Fund.

As part of Welcome Place’s Refugee Settlement Hub, the Employment Liaison plays a central role in delivering targeted employment services for EIA-eligible refugee claimants. This role focuses on building relationships with local and rural employers, supporting job-matching, and coordinating employment-readiness activities that align with each participant’s skills, interests, and goals.

The Employment Liaison works within a trauma-informed, wraparound model to reduce employment barriers, promote self-sufficiency, and facilitate smooth transitions into Manitoba’s workforce. All services are delivered in accordance with the 2025–2026 EIA Endowment Fund agreement and its eligibility requirements.

KEY RESPONSIBILITIES

- Approach and recruit potential small business employers willing to work with Welcome Place to find suitable candidates.
- Establish and nurture ongoing relationships with employers and potential employers.
- Develop a database of potential employers, service areas, and skillsets required.
- Meet with potential employers to conduct needs assessment for available position(s).
- Visit potential employer workplaces prior to match to determine working conditions.
- Visit workplace of employer after match to observe newcomer in their employment position.
- Conduct regular follow-up meetings with employers to determine the successes or challenges with employment matches.
- Participate in the development of promotional material to promote the program to potential employers.
- Develop and facilitate workshops for potential employers to provide general information about newcomers.
- Develop and facilitate workshops for potential employees to provide general information about potential work placements.
- Prepare and maintain appropriate records and reports relating to each employer and potential employer.
- Liaise with other service providing agencies to promote the employment matching program and to provide appropriate referrals.
- Develop Needs and Asset Assessment tool to build employment profiles of refugees.
- Work with Volunteer Work Placement Liaison to identify gaps and barriers to employment.
- Develop and facilitate interview skills preparation workshops.
- Develop and facilitate workshops on employment standards, workplace culture, rights and responsibilities, and workplace expectations.
- In cooperation with Volunteer Work Placement Liaison provide referrals to career-related volunteer opportunities.

- Offer employment placement matching employer needs and skills of refugees looking for job.
- Assist participants with developing resumes and cover letters tailored to job opportunities.
- Conduct regular follow-up meetings with participants (employers and newcomer employees) to determine the successes or challenges with employment searches and matches.
- Prepare and maintain individual records for each newcomer, while also collecting and analysing aggregate program data for quarterly outcome reporting, as required under the EIA Endowment Fund.
- This position may require occasional evening or weekend hours to accommodate the availability of participating employers and work placement schedules.

Other Duties

- Networks with other employment focused organizations.
- Assists with development of publicity/information materials.
- Participates in ongoing curriculum development.
- Prepares reports relating to the Employment Program as requested by Agency management.
- Tracks statistical information relating to the program.
- Ensures a superior level of cooperation, teamwork and customer service with all stakeholders involved with providing support to Welcome Place clients.
- Assists with connecting newcomers to programs, services and events of Welcome Place.
- Ensures the implementation of service area policies.
- All MIIC personnel may be required to perform duties outside of their normal responsibilities from time to time.

QUALIFICATIONS

- Extensive knowledge of local labour market and current hiring practices.
- Extensive knowledge of job search and marketing techniques.
- Knowledge of certification and training opportunities as well as related financial support available for newcomers to the job market.
- Knowledge of issues facing new Canadians, low-income earners and Employment and Income Assistance recipients.
- Demonstrated proficiency in Windows applications, software and databases.
- Proven knowledge of record keeping systems.
- Excellent communication skills (written and spoken English) and a natural ability to engage with others.
- Strong public speaking skills.
- Demonstrated presentation development and delivery skills.
- Demonstrated ability to work under pressure and perform independently and as part of a team.
- Demonstrated effective leadership skills with the ability to motivate staff and interpersonal skills to effectively deal with co-workers, clients, and the public.
- Demonstrated self-starter who displays initiative and can work flexible hours if required.
- Strong organizational and time management skills.
- Ability to work in a cross-cultural and unionized setting.
- Regular access to a vehicle for work purposes.
- A valid Manitoba Driver's license and clear Driver's Abstract.
- Clear Police Record Check for Vulnerable Sector and Child Abuse Registry Check.

Assets:

- Understanding of immigration/refugee policies.
 - Experience developing programming for newcomers.
 - Experience in not-for-profit organizations.
 - Experience in the social service sector.
 - Knowledge of a second language.
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EDUCATION/EXPERIENCE

- High School Diploma.
 - 3 years of relevant experience in working with newcomers.
 - One of the following Interpreter Training: Introduction to Interpretation, Community Interpreter Training, or WRHA Interpreter Training.
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COMPENSATION

- Classification II, Level 1- \$22.88/hour
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HOW TO APPLY

Please submit your resume and cover letter that clearly states:

- **Competition Number** (noted at top)
- **How you meet the qualifications, education and experience criteria**

Email in confidence to:

Human Resources
Manitoba Interfaith Immigration Council Inc.
Email: careers@miic.ca

Deadline to Apply: June 22, 2026, 4:00 PM