

Workforce Consultant

Prospect, one of Alberta's most innovative and leading non-profits, is seeking experienced Workforce Consultants to join our newest initiative. Your approach to working with stakeholders and partners is highly innovative, creative, dynamic and collaborative. You enjoy the challenges and excitement of working with a brand new team to build and develop a new project.

Reporting to the Project Manager, you will lead, develop and coordinate efforts that will result in a more fully integrated workforce in Calgary. You will work closely with key industry and sector leadership to develop relationships, promote people with disabilities in the workforce and build capacity to address issues facing the labour market and people with disabilities.

Responsibilities include fostering and building relationships with a variety of partners and stakeholders, creating linkages between Industry and Employment and Career Agencies, helping guide stakeholders and partners in the development of inclusion strategies, developing and customizing the implementation of diversity & inclusion strategies and plans, developing processes and policies in support of stakeholder and partner strategic objectives.

In addition to key project elements, the role will deliver presentations, liaise with the business community and other relevant cross sector associations and initiatives, act as a consultant and partner to members of the project team, manage talent/diversity related communications, benchmark external diversity programs and recommend/implement best practices.

KEY RESULT AREAS INCLUDE:

- Integrated workforce development
- Stakeholder engagement and relationships
- Building community capacity
- Planning and implementation

QUALIFICATIONS:

- Demonstrated experience and success in key result areas: Integrated Workforce Development, Stakeholder Engagement and Relationships, Building Community Capacity, Planning and Implementation
- Understanding of Calgary labour market, workforce initiatives
- Understanding of Calgary's Industry Sectors and Human Resource Challenges and plans
- Sound knowledge of Diversity and Inclusion strategies
- Understanding of Employment and Career Service Agencies for persons

with Disabilities

- General understanding of Human Resources
- Knowledge of Calgary's Disability Community and Human Resource issues associated with people with disabilities
- Exceptional interpersonal effectiveness
- Excellent presentation, written and verbal communication skills
- Proven ability to manage details with a strong focus on quality and outcome achievement
- Superior customer relations skills
- Proficient in Microsoft Outlook, Excel, Power Point, contact management
- Bachelor's Degree

HOW TO APPLY:

Interested applicants are invited to submit a resume and cover letter by e-mail, quoting reference #VCWC-013 in the subject line to:
careers@prospectnow.ca.

All applicants must be legally entitled to live and work in Canada, and only those applicants selected for interview will be contacted. No phone calls please.