

Future of Work Coach

Background: Future Ready Initiative

The Future Ready Initiative is the Council for Canada's integrated, institutional response to some of the most significant, urgent changes facing the Jamat in Canada, and those with whom the Jamat lives.

The Program responds to four inter-related needs within the Jamat:

- i) Family mentorship;
- ii) Employment, including the Future of Work and Future of Business;
- iii) Mental health; and
- iv) Youth mentorship and leadership development.

The Initiative is an ambitious undertaking which will reposition the support provided to the Jamat and the ways in which the Jamati Institutions engage with the Jamat over the next decade. It will fundamentally shift the level of aspiration for the Jamat and expectation of delivery.

Background: Future of Work

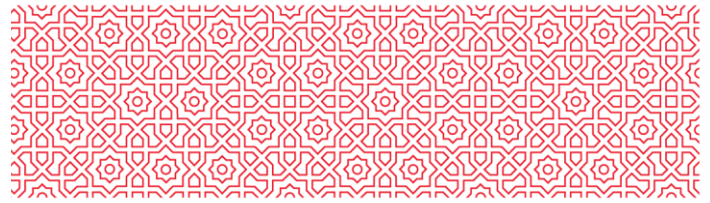
The labour market is facing rapid, large-scale change in what many call the future of work. Technological, social, economic and environmental forces are changing working conditions. The world is more connected now than ever, which means global events such as pandemics or climate shifts will drastically affect employment. These changes will be experienced by all, across all industries. Understanding the challenges and opportunities of these changes will help us prepare for our participation in the future of work.

Key responsibilities

Career Development & Employment Coaching

- Provide individual career development and transformational coaching by assessing participants' abilities, skills, and interests, while exploring related careers and educational options available.
- Identify barriers to employment and assist in resolving or providing guidance for resolution.
- Provide motivation, ongoing coaching and support to participants.
- Track and record activities and client progress.
- Support participants in developing action plans and conduct periodic reviews to assess achievement of their goals.
- Assist participants in identifying sources of financing for training programs.
- Provide employment coaching for job search support including access to resources for resume writing, networking and interview skills.
- Provide appropriate referrals to external agencies offering employment and job search support, ESL and training programs.





Candidate profile

Qualifications

- A Bachelors degree in a related field from a recognized post-secondary institution.
- Certified HR Professional (CHRP) or Certified Career Development Professional (CCDP) designation or Career/Life Coaching credentials from a recognized institution, or a combination thereof.
- At least 3-5+ years of career development and employment coaching experience providing one on one coaching for transition, development and job search.
- Relevant work experience, knowledge or a combination of education, experience and skills needed to fulfill the requirements of the position.
- Working knowledge of immigration trends, labour market initiatives, industry training authority programs and post-secondary education systems.
- Excellent interpersonal and cross-cultural communication, written skills and verbal fluency.
- Ability to interact effectively with people of diverse cultural backgrounds and demographics.
- Strong relationship building abilities with internal and external stakeholders.
- Ability to maintain confidentiality and discretion of sensitive information.
- Proficiency in MS Office and experience with CRM and/or client data management systems.

Attributes & Skills

- Humility and commitment to the ethics and values of the Jamat and Institutions.
- Ability to prioritize, make quick decisions, and execute in the face of ambiguity.
- Comfort in building relationships.
- Strong problem-solving and communication skills.
- Comfort in working in a volunteer-led and resourced institutional infrastructure.
- Demonstrated knowledge and skills in assessment, conflict resolution and negotiation skills.
- Self-directed, organized, and demonstrated supportive team member abilities.
- Comfortable with using online platforms and systems.

Languages

- *Required:* English fluency and excellent writing skills.
- *Preferred:* French fluency and/or other languages spoken by the Jamat.

Location

- Based in Canada.

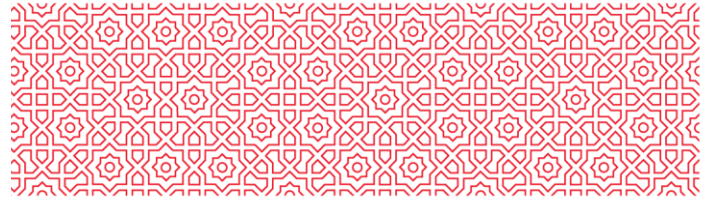
Minimum requirements

- Completed background check (Vulnerable Police Reference Check Clearance (VSS)).
- Candidate must already have legal authorization and documentation to work in Canada.





Council for Canada
Future Ready Initiative
Job posting



How to apply

Please complete the application form: [Future Ready Initiative: Job Application](#). This includes the submission of a cover letter and CV. The cover letter should be maximum one (1) page, and CV should be maximum two (2) pages. The total number of pages should not exceed three (3) pages.

Finalist candidates will be required to complete a background check, including reference checks, before being onboarded.

For any questions or concerns, please contact careers.fri@iicanada.net. Please note that we cannot provide any information which might privilege one applicant over another. Thank you for your interest in this position.

