

EMPLOYMENT COORDINATOR

Temporary Full-time (40 hours / week) until November 2023 with the possibility of extension

Closing Date: June 27th, 2022

CORE VALUES

ACCEPTANCE

We welcome and embrace inclusivity and diversity of all people, ideas and perspectives in building community.

INTEGRITY

We believe in mutual trust, honesty, transparency, and accountability amongst ourselves, allies and stakeholders.

RESPECT

We treat one another and all people with empathy, courtesy and kindness.

Autism Edmonton is excited to expand our team! The successful applicant will be a self-starter who has a track record of supporting individuals to secure employment. You will enjoy a career in a great organization and the gratification of helping families across the capital region.

Autism Edmonton is the oldest autism organization in the province and has been serving the Edmonton and area community since 1971. Today, Autism Edmonton continues to be the "go-to" source and the initial point of contact and provides ongoing support in three key areas: community support, advocacy, and knowledge and education

RESPONSIBILITIES:

- **Program Recruitment and Intake:** promote and engage participants and select suitable candidates for employment
- **Assessment:** with the support of the organization, perform assessments of participants (using an adapted tool to fit program requirements).
- **Career Direction and Coaching:** assist participants to make choices for future
- **Recruitment of employers**
- **Placement:** facilitate linkages to training, volunteer, employment, and other inclusion opportunities
- **Monitoring and Support:** regularly maintain contact to assist and follow up with participants during the project
- **Data collection:** Collect, assemble, and prepare detailed information
- **Ongoing communication:** Provide regular updates, success stories, website, email and face-to-face communication
- **Promotion and growth:** Promote and expand the service in conjunction with other community stakeholders

QUALIFICATIONS:

- 2+ years of experience with the autism community or related experience in employment programs
- Knowledge of best practices in the non-profit sector relating to employment support
- Degree or diploma in relevant field or demonstrated equivalent working experience.
- Excellent computer skills and experience with a CRM is an asset as is a valid driver's license and use of a reliable vehicle.

SOFT SKILLS:

- Exceptional interpersonal skills
- Ability to think strategically and manage competing priorities
- Possess expert communication skills written and oral
- Behave in a manner that fosters a positive atmosphere throughout the organization; consistently demonstrate a commitment to teamwork and professionalism.
- Travel may be required within the Province of Alberta.

WHY WORK FOR AUTISM EDMONTON:

- A chance to make a difference in the lives of people on the spectrum
- Opportunities for professional growth, including paid training
- A commitment to a healthy work-life balance
- A chance to work with a committed team for an agency that appreciates you!

BENEFITS:

- After a successful 3-month probationary review, the employee is entitled to a Health Spending Account.
- Long-term disability coverage is provided.
- Employee assistance program.
- Safe, respectful, and healthy work environment.
- 12 wellness days/year and a 3-week vacation.

Qualified and interested applicants are invited to forward their cover letter and resume to **info@autismedmonton.org** with the subject line: Employment Coordinator. Only those selected for an interview will be contacted. **Thank you for your interest.**