

JOIN OUR TEAM & HELP TRANSFORM LIVES

Ometz is a charitable organization that supports and strengthens individuals and families through a range of employment, immigration, school and social services. Our work is guided by our core values: self-sufficiency, inclusivity, human dignity, caring communities and excellence.

We are dedicated to helping those who seek our support to reach their full potential and enhance their quality of life. By joining Ometz, you will work with a team of compassionate and engaged professionals.

We are adding to our team! Apply today.

Consultant - Employment Specialist

2-3 days per week

JOB SUMMARY

As a member of the Orthodox Community Initiative team of Ometz's Employment department, the Employment Specialist/Business Consultant serves clients from the Montreal Orthodox communities providing employment and entrepreneurial services, which include employment counselling, job search and placement as well as business advising/coaching for job seekers and entrepreneurs.

RESPONSIBILITIES

- Meet with and counsel/coach clients seeking job opportunities providing help with cv, job search and interview skills
- Solicit and secure appropriate job leads for clients
- Contribute to overall strategy of OC Initiative and development of strong relationships with partners
- Promote and link the Ometz OC Initiative to all stakeholders, potential funders, clients and leaders of the Montreal Orthodox Communities
- Write and maintain updated client files, reports, records according to Ometz guidelines
- Make appropriate external and internal referrals to resources
- Attend Ometz staff, team, and department meetings and committee meetings
- Participate and attend events, initiatives or programs in or related to the Orthodox Community

REQUIREMENTS

- Professional and/or personal connections in the Montreal Orthodox Communities
- Intimate understanding of Orthodox customs, culture and religious beliefs as well as knowledge of the various Orthodox communities in the Montreal area
- Strong interpersonal skills, compassionate and with a capacity to help advise and encourage clients to reach their goals
- Coaching and/or advising experience in employment or business a big asset
- Bachelor's degree with appropriate discipline (e.g.), business/ human services or related field
- Minimum 3 years' experience in human services
- Sales or recruitment ability important to enhance potential job opportunities
- Results oriented approach a must
- Must be Bilingual : French and English (written & spoken)
- Proficient computer skills

This position requires the selected applicant to undergo vulnerable sector police check.

Please submit your CV and letter of interest or call **Lois Liverman** | lois.liverman@ometz.ca or 514 342 0000 x 3313

We thank all candidates for submitting their résumés. Only those selected for interviews will be contacted.