



Workforce Development and Immigration Officer Pictou County Partnership

WHO WE ARE

The Pictou County Partnership is Pictou County's support to businesses. It is the leading economic and business development organization for the region.

At the Partnership, we:

- **Connect** with business leaders and entrepreneurs to understand challenges and opportunities.
- **Collaborate** with government at all levels and other business support organizations to help navigate business leaders and entrepreneurs to resources and supports that they need to grow and develop.
- **Communicate** the story of the Pictou County region and its vibrant business community.

PRIMARY DUTIES AND RESPONSIBILITIES As the Workforce Development and Immigration Officer, you are a driven multi-talented person with an interest in promoting workforce development programs.

You will:

- Connect with employers to understand their labour market challenges and opportunities.
- Support and guide employers through the application process for the Atlantic Immigration Program, Nova Scotia Provincial Nominee Program, and other related programs.
- Develop tools and resources for employers that focus on hiring and retaining employees from outside of Canada.
- Support the development and delivery of events and workshops.
- Promote immigration as an option for employers to address labour market gaps.
- Build relationships with local businesses and partner organizations.
- Develop relationships with LSI and other economic development partners.
- Respond to inquiries from the business community and actively engage to ensure that inquiries and referrals have been acted upon.
- Other duties as assigned.

QUALIFICATIONS

EDUCATION

- Post-secondary level education in a relevant discipline from a recognized academic institution; degree or diploma.

EXPERIENCE, AND INTEREST

- Experience and/or understanding of AIP and NSPN programs (is a benefit)
- Experience with Word, Excel, PowerPoint, and other similar tools
- Demonstrated ability to work effectively and efficiently with minimal direction
- Experience using CRM software
- Experience or interest in workforce development and immigration, welcoming community initiatives, and business outreach.
- Human resource background is a benefit.
- Experience or interest in communications – event planning, social media, document production, working with vendors, etc.

KNOWLEDGE, SKILLS, AND ATTRIBUTES

- Skilled and authentic relationship builder
- Passionate about building the economic capacity of Pictou County
- Possess a collaborative, positive, and optimistic attitude to working with a wide range of stakeholders
- Proven interpersonal skills, allowing you to exercise sound judgment, tact, and discretion when dealing with others
- Possess a valid Driver's License and access to a vehicle
- Experienced in working with Word, PowerPoint, Excel, Outlook, and other Microsoft office tools
- Demonstrate the ability to be involved and familiar with the community and the people who contribute to it
- Ability to network with the private sector, government, and non-government organizations
- Political acuity and sensitivity along with exemplary presentation and analytical skills
- Attention to detail and excellent project planning skills

WORKING CONDITIONS

This employment opportunity is open for Canadians, Permanent Residents, and Temporary Residents who can work for any employer in Canada. Only applicants who are authorized to work in Canada will be considered. The Workforce Development and Immigration Officer will work in both an office environment and in the field and will work a standard work week. The ability to work remotely from a home office may be required, due to the COVID-19 pandemic. Flexibility in working hours is required as some work will happen outside the

standard work week. The office is in Pictou County. Travel throughout the region will be required. The successful candidate can start right away.

We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.

Application deadline: Tuesday, September 13 2022, at 12 p.m. (noon).

Applications can be sent to office@pictoucountypartnership.com with the subject line: Workforce Development and Immigration Officer