

## **JOB DEVELOPER/LABOUR MARKET SPECIALIST – FULL TIME**

Manitoba Start is the leading provider of career development and job matching services to immigrants and employers in Manitoba. We assist newcomers in adjusting to the Canadian landscape as it pertains to employment and to enable meaningful connections to the Manitoba labour market.

### **Job Summary**

Reporting to the Manager - Job Matching Unit, the Job Developer is responsible for developing and maintaining relationships with employers and career coaches to identify work placement and job opportunities for newcomer clients. The Job Developer must have demonstrated knowledge and experience in dealing with the business sector in discovering opportunities that would support the labour market integration of newcomers, as well as a solid understanding of business cycles and market fluctuations.

### **Qualifications and Experience**

- Post-secondary education from a recognized institution in Business Administration, Human Resources or Marketing. An equivalent combination of skills, education and experience will be considered.
- 2-3 years of practical experience in a related capacity, i.e. Employment Specialist, Recruiter or Account Manager.
- Awareness of labour market trends, fluctuations, high-demand occupations, and employment opportunities.
- Ability to develop and maintain positive and mutually beneficial relationships with newcomer clients, employers, co-workers, etc.
- Client-service oriented; possess excellent communication and interpersonal skills with the ability to relate to and empathize with the needs of immigrants from diverse cultural and linguistic backgrounds.
- Proficient computer skills, including Microsoft Office applications (Word/Excel/PowerPoint), Outlook 365 applications including Teams, database applications and internet research.
- Flexible and ready to adapt to changing circumstances within a multi-tasking-oriented work environment.
- Outstanding organizational skills, time management and ability to multi-task to meet deadlines and achieve Manitoba Start program, targets and outcomes.
- Experienced/interested in working with newcomers, people from diverse ethnic backgrounds.
- Demonstrated value for and understanding of principles of diversity.
- Knowledge of a second language is an asset.
- Valid class 5 Manitoba Driver's License; possess own transportation or access to a vehicle.

**Annual Salary:** \$48,900 based on a 35-hour work week

Manitoba Start offers a competitive benefits package and a comprehensive training program.

### **Competencies**

Cultural Competence • Building Relationships and Networking • Accountability and Dependability • Professional Ethics and Integrity • Client-Centered • Decision Making and Judgment • Communication • Technical Knowledge

Qualified applicants may submit their resume to [hr@manitobastart.com](mailto:hr@manitobastart.com) by November 28, 2025.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.