



**Are you a dynamic, caring, energetic individual who is not afraid of challenges and loves to make a difference? Do you believe in giving a hand up? Do you thrive in a busy, energetic work environment that stretches and grows you? Then this is the place for you!**

OFE is a private, faith-based, non-profit organization. Our mission is to assist adults in achieving self-sufficiency through full-time, long-term employment. OFE is a fast-paced, goal-oriented environment that positively impacts thousands of lives per year. We are currently recruiting for the following position in our growing organization:

## **Employment Services Advisor**

EFT Monday to Friday 7:30 am to 4:00 pm

Term up to June 2027 with potential extension

### **Position Overview:**

- Welcome new applicants and visitors into our office and direct them to appropriate contacts or services, and provide information in person and by phone
- Coach job seekers in their daily job search, assist with job leads, resumes, and cover letters
- Maintain the Job Resource Area to help facilitate an efficient job search
- Make short presentations on job search-related topics
- Administer orientation sessions for new participants and schedule next steps
- Conduct “First Impressions” interviews to assess skills, barriers, and job goals
- Communicate with clients through Live Chat, by phone, or via email to promote OFE services, register clients for intake, and answer inquiries regarding a wide variety of job search, program, or support issues.

### **Necessary Qualifications:**

- Post-secondary education in a related field or the equivalent in experience (experience providing employment services would be preferred)
- Excellent problem-solving skills and strong planning and organizational skills
- Exceptional communication skills, both oral and written
- Solid understanding of barriers to employment and working with individuals from diverse cultures
- In-depth knowledge of job searching techniques and local labour market trends
- Experience in developing professional resumes and cover letters
- Proficiency in Microsoft Office applications and database use
- Strong desire to work in a team environment
- Working knowledge of community resources providing services to low-income and multi-barrier clients
- Knowledge of the Stages of Change Model and Motivational Interviewing is an asset
- Eligible applicants will be able to obtain a clear criminal record check upon request.

If you are interested in joining our team and making a significant impact on people’s lives, please email your resume to [recruitment@ofe.ca](mailto:recruitment@ofe.ca) to the attention of Intake and Assessment Manager. Please indicate salary expectations in your cover letter. [This position will remain open until filled, and applications will be reviewed on an ongoing basis.](#)

Opportunities for Employment Inc., 300 – 294 Portage Avenue, Winnipeg, MB R3C 0B9 [www.ofe.ca](http://www.ofe.ca)

Thanks to all who apply. Only those selected for interviews will be contacted. No phone calls please.

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