

Employer Liaison

Location: YMCA Employment Services, 500 Drury Lane, Burlington

Position Type: Part time (21 hours per week)

Salary Range: \$28.02 per hour (Grade 3)

Anticipated Start Date: August 11, 2025, to March 31, 2026

Position Overview:

We believe that it is through the power of our amazing people that the #YSavesLives. By joining the YMCA Hamilton|Burlington|Brantford Employment Services team, you will contribute to making our Y the best place to work.

We are seeking a passionate and results-driven Employer Liaison to support the employer services team in achieving employer connections for clients on our caseload. The Employer Liaison will work to develop strategic relationships with employers and key stakeholders to identify and meet human resource needs through training and labour market opportunities.

This is an excellent opportunity for an individual with a high level of interest in working with the YMCA HBB as a charitable organization.

What You'll Do:

- Interview, assess and guide existing and potential employers to identify human resource requirements and explain the benefits for employer's participation in Employment Services Programs
- Manage employer caseload to meet employment/training outcomes, mitigating loss of contact or negative outcomes
- Utilize program guidelines to confirm employer eligibility, assess workplace capacity and evaluate commitment to participate in funded training/employment programs.
- Record and report information, as required in an accurate, complete, confidential and timely manner for YMCA data collection purposes
- Update records & files in accordance with funded program guidelines and departmental procedures
- Market the services available through the Employment Services to business, industry, community organizations and various business associations, using social media tools, face-to-face meetings, telephone, and/or email.
- Prepare and facilitate information sessions/presentations for employers and associations

What You'll bring:

- Three-year diploma/degree in a Business/Sales/Marketing or Human Resources discipline and/or relevant experience
- 2 years of practical work experience including demonstrated public speaking skills to promote programs/training and development
- Marketing skills/experience including creating presentations and public relations skills
- A valid driver's license and a reliable vehicle for business
- A high level of time management and organization skills
- Flexible and creative approach to multi-tasking
- Ability to adapt to frequent change and respond positively
- Ability to work independently and as part of a service team
- Excellent communication skills for the resolution of complex problems and to promote participation and secure agreement
- Strong facilitation, advocacy and negotiation skills
- Strong Administration skills and experience using Microsoft Office Suite

All offers of employment will be subject to the provision that the successful incumbent provides the YMCA of Hamilton|Burlington|Brantford with a current and satisfactory Police Records Check. Positions responsible for the direct supervision of children and/or vulnerable persons will be required, in addition to a Police Records Check, to provide a Vulnerable Sector Screening Report at the time of hire. Police Records Checks are reviewed on an individual basis, and the offence(s), if any, is considered in the decision-making process in relation to the requirement of working with children; therefore, not eliminating all candidates with a record from being offered a position.

Ready to Make a Difference?

The YMCA is a charity that ignites the potential in people. #YSavesLives starts with building a strong community. If you're passionate about creating a vibrant and healthy community where everyone thrives, we want to hear from you!

Don't meet every requirement?

Studies have shown that women and people of colour are less likely to apply to jobs unless they meet all qualifications. If you are excited about the role, but your resume doesn't align perfectly with every qualification in the description, apply anyway. You may still be the right candidate for this or other roles!

Interested in applying? Please submit your resume to:

Michael Caudle, Program Coordinator via email to: Michael.caudle@ymcahbb.ca
by no later than July 31, 2025.

The YMCA of Hamilton|Burlington|Brantford is committed to creating an inclusive, diverse, equitable and accessible environment. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or neurodiversity. We understand the social barriers preventing individuals from applying for open roles. We encourage those from the Indigenous, 2SLGBTQIA+, BIPOC, and Disabled communities to apply. If you need any accommodation throughout the recruitment process, please do not hesitate to contact our People, Leadership and Culture Department plc@ymcahbb.ca