



# TRIEC

Toronto Region Immigrant  
Employment Council

New Realities. New Opportunities.

## **Job Posting Intern, Corporate and Stakeholder Relations**

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. Council members include employers and stakeholders, such as professional and industry associations, regulatory bodies, educators, community groups, government and immigrant associations.

TRIEC's work focuses on three objectives:

- To convene and collaborate with partners, creating opportunities for skilled immigrants to connect to the local labour market.
- To work with key stakeholders, particularly employers, building their awareness and capacity to better integrate skilled immigrants into the workforce.
- To work with all levels of government, enhancing coordination and effecting more responsive policy and programs for skilled immigrant employment.

TRIEC programs include The Mentoring Partnership (TMP) the Immigrant Success Awards, work with Professional Immigrant Networks (PINs) and Learning Initiatives for Employers.

The Intern, Corporate and Stakeholder Relations, will provide assistance to TRIEC's Corporate and Stakeholder Relations Managers, who are responsible for:

- Relationship management and development
- Convening stakeholders to identify opportunities for collaboration and develop new solutions
- The Intern will also support TRIEC's Communications team.

### **RESPONSIBILITIES**

#### **Stakeholder Research**

- Identify, research and cultivate key external partners that align with TRIEC's mission in order to meet the organization's fundraising goals
- Update and maintain a master list of all the job developers, employment counselors, bridge-training project managers, etc. that would assist the CSR team with a more targeted and streamlined recruitment strategy
- Support CSR outreach through activities such as identifying Human Resources (HR), Learning & Development (L&D), and Diversity & Inclusion (D&I) contacts at desirable employer organizations, and uncovering new economic development, HR or industry networks for presentation and speaking opportunities

#### **Communication research**

- Research and update TRIEC's media contacts database
- Identify and research key online platforms (websites, blogs, etc) that cover issues and topics related to TRIEC's mandate

### **Event and Meeting Support**

- Event related administrative duties, including: dealing with suppliers, coordination and set-up, coordination of attendees, circulation of materials, documenting/editing minutes, etc.

### **Data Management**

- Compile, manage and distribute job postings to various TRIEC networks who provide employment services to immigrants, to help employer contacts hire skilled immigrants
- Liaise with CSRMs to update and integrate employer and stakeholder contact into the Sage ACT! database

### **Team Involvement**

- Ongoing participation in TRIEC team meetings.
- Work collaboratively with the TRIEC Communications and Corporate and Stakeholder Relations teams as required and other duties as assigned.

## **POSITION REQUIREMENTS**

- Applicants must have been enrolled as a student in the 2012-2013 school year, and are planning to return to school in the fall of 2013.
- Demonstrated knowledge of Microsoft office products and the ability to pick up new technology quickly, including databases and web content management systems.
- Experience using Word Press and Sage ACT! is considered an asset
- Demonstrated organizational and time management skills, the ability to prioritize tasks, detail oriented
- Strong written and oral communication skills
- Ability to work well in teams and independently
- Interest in and commitment to immigrant employment issues

## **APPLICATIONS**

This position is for 30 hours a week for seven weeks, beginning July 15, 2013. Rate of pay is \$10.25 per hour.

Qualified applicants are invited to submit an electronic resume and cover letter in MS Word or PDF format. Please include cover letter and resume in a single file with your name in the file name. Please use "Intern – your name" as the subject line of your e-mail. Applicants who do not follow these formatting instructions will be disqualified.

Deadline: Resumes must be received by 8 am on Tuesday, July 2, 2012.

Please e-mail your application to: [hr@triec.ca](mailto:hr@triec.ca)

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

For more information on TRIEC, please visit [www.triec.ca](http://www.triec.ca).