



Toronto Region Immigrant
Employment Council

Diversity Drives Success

POSITION OVERVIEW

The **Manager, Employer Relations**, is responsible for working in collaboration with the employer engagement team in their efforts to influence employers to build immigrant-inclusive workplaces. The Manager, Employer Relations works to grow and deepen TRIEC's relationships with employers by connecting them to resources and solutions, including the TRIEC Mentoring Partnership, TRIEC's Learning Initiatives, Professional Immigrant Networks and other partner programs. The Manager, Employer Relations will be expected to engage with mid and senior level decision makers, for employers in the private, public and not-for-profit sectors.

This is a **one year full-time contract** - with the possibility of extension - located in downtown Toronto. This role reports to the Senior Manager, Employer & Stakeholder Relations.

Compensation: \$60,000 – 65,000 year plus generous benefits package.

RESPONSIBILITIES

The Manager, Employer Relations will implement TRIEC's employer engagement strategy to influence employers in building culturally diverse and inclusive workplaces. The incumbent will:

- Engage directly with employers in the private, public and not-for-profit sectors to support the employer engagement team's efforts to grow and continually enhance TRIEC's relationships with employers.
- Research prospects to create new leads.
- Assist in delivering on the strategy for targeted new employer engagement in TRIEC Mentoring Partnership through sector-specific outreach.
- Assist in the enhancement of TRIEC's new Career Advancement program.
- Work to build and secure employers interest in TRIEC Learning Initiatives. This may involve recommending customized learning paths, the development and delivery of in-person workshops and webinars using a diversity and inclusion lens with a focus on cultural diversity.
- Identify cross-selling opportunities.
- Connect employers to the immigrant talent pool through our partner organizations and networks.

- Provide input on the development and implementation of systems to track and measure results of employer engagement.
- Identify opportunities for convening and collaborating on new initiatives to support employer engagement.
- Contribute to meeting or exceeding TRIEC employer engagement goals.
- Present to and facilitate employer and stakeholder audiences and participate in external committees as required.
- Works cross-functionally with other departments, collaborating with diverse teams to foster productive outcomes.
- Contribute to inclusive workplace relationships.
- Supports TRIEC events as required.

REQUIRED SKILLS, EDUCATION AND EXPERIENCE

- Proven business development experience in a business-to-business consultative environment.
- Proven ability to consistently meet or exceed new business targets.
- Experience with and understanding of private-sector environments and priorities, such as the priorities of strategic talent managers, senior leaders, hiring managers and corporate social responsibility (CSR) divisions.
- University degree with minimum 4 years of related experience.
- Experience managing relationships with multiple sets of stakeholders.
- Ability to influence and manage effective client relationships with mid and senior level management, including C-suite.
- Demonstrated ability to think strategically and creatively.
- Ability to demonstrate professional level communication, presentation and negotiation skills.
- Proficiency in internet-based search/research and social media usage to source new leads.
- Previous human capital-related employer engagement experience in the public, private or not-for-profit sector is considered an asset.
- An awareness of the issues immigrants face in finding appropriate employment, the challenges facing employers in increasingly culturally-diverse workplaces, and a passion for making a difference.



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APPLICATIONS

Qualified applicants are invited to submit an electronic resume and cover letter in a *single MS Word file or PDF format, separated by page breaks* to **Anna Shreyer, Program Assistant**

Email Address: hr@triec.ca with the subject line: **Manager, Employer Relations – Your Name.**

Deadline

Applications must be submitted by email by **Friday, February 23, 2018 at 5:00 pm.**

Note: Only those applicants selected for an interview will be contacted.

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 any measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to these measures will be addressed confidentially. **For more information on TRIEC please visit www.triec.ca.**