

Manager, Employer and Stakeholder Relations

The **Toronto Region Immigrant Employment Council (TRIEC)** champions the talent and experience that immigrants bring to the Greater Toronto Area. Our solutions support organizations to become more culturally inclusive, and help newcomers expand their professional networks and understand the local labour market. We collaborate with leaders and organizations to build a GTA where immigrant professionals can contribute to their fullest potential.

ROLE SUMMARY

The Manager, Employer and Stakeholder Relations, is primarily responsible for sectoral and industry employer engagement in order to meet TRIEC's mission to bridge labour market supply and demand. This role will build relationships with relevant stakeholders such as sector councils, workforce planning boards, boards of trade, professional bodies, immigrants serving organizations to increase support and activity that leads to meaningful employment of immigrant professionals. A significant component is to engage a range of employers and stakeholders to partner with TRIEC in various initiatives to support immigrant professionals transition into the GTA labour market as quickly as possible.

The Manager, Employer and Stakeholder Relations works to grow and deepen TRIEC's relationships with employers and stakeholders in multiple sectors to support TRIEC's initiatives. This will involve engaging with mid and senior level decision makers to identify gaps in their talent management system and processes and co-creating solutions as well as connecting them to existing resources and solutions.

This is a full-time role located in downtown Toronto.

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

Reports to:

- Senior Manager, Employer and Stakeholder Relations

Responsibilities:

Stakeholder Relations

- Supports the Senior Manager, Employer and Stakeholder Relations in developing and implementing a stakeholder engagement strategy.
- Undertakes scan of the environment to identify key sector specific organizations and select target organizations for engagement in consultation with the Senior Manager, Employer and Stakeholder Relations and other relevant TRIEC team members.

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- Develops and maintains relationships with stakeholder partners to foster collaboration toward shared objectives and interests.
- Develops and implements recognition initiatives for TRIEC's stakeholders.
- In collaboration with the Manager, Research and Evaluation, designs and implements surveys and other research initiatives among stakeholders across government and community and employer partners.
- In collaboration with the communications team, plans and delivers educational initiatives such as podcasts, webinars, blogs in partnership with various stakeholders designed to bring about increased immigrant inclusion in Canadian workplaces in the GTA.

Employer Relations

The Manager, Employer and Stakeholder Relations will assist the Senior Manager, Employer and Stakeholder Relations in the following:

- Engages 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.
- Acquires new employer partners as required for TRIEC's initiatives.
- Helps to identify opportunities for new initiatives to support employer engagement.
- Contributes to meeting or exceeding TRIEC's employer engagement goals.
- Engages employers to support TRIEC's events as required.

Other Duties as Assigned:

- Assists the Senior Manager, Employer and Stakeholder Relations in preparing annual workplans for Employer and Stakeholder Relations.
- Contributes to writing various reports on team's work and impact, including funder reports.
- All staff members work cooperatively to support each other's responsibilities where possible and will support other TRIEC activities as assigned.
- Participates in TRIEC staff meetings and other team meetings where appropriate and presents and prepares reports and information on specific areas of work when required.

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REQUIRED SKILLS, EDUCATION AND EXPERIENCE

- Proven experience in engaging with a variety of stakeholders and expertise in business development in a business-to-business consultative environment.
- Proven ability to consistently meet or exceed targets.
- Understands end to sales and marketing processes, pipeline management, social prospecting, and account-based marketing.
- Experience with and understanding of the GTA non-profit sector and immigrant employment eco-system.
- University degree with minimum 5 years of related experience.
- Experience managing relationships with multiple sets of stakeholders.
- 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.
- 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.
- Highly skilled in project management and business operations, with strong attention to detail
- Knowledge of Salesforce is 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.

How to apply

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 hr@triec.ca with the subject line: Sr. Manager Employer and Stakeholder Relations – Your Name.

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Applications must be submitted by email by Monday, January 10, 2022 at 5:00 pm.

Note: Only those applicants selected for an interview will be contacted. There are 2 open positions for this role.

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
