



Position Title: Hamilton Employer Connector - Volunteer Position

Location: Hamilton (Including: Dundas, Ancaster, Stoney Creek, Grimsby, Waterdown, Flamborough & Glanbrook). We are looking for volunteers to navigate through all the above areas.

Purpose:

The role of Hamilton Employer Connector is to make contact and educate Hamilton area employers about the work Workforce Planning Hamilton does and share insight of the Employer One survey and support employers to complete the survey. The Community Connector will successfully engage in person with employers to educate them about WPH and encourage participation with the Employer One Survey.

Position Summary:

The Hamilton Employer Connector is responsible for:

- Navigating the Hamilton community (ie specific areas of Hamilton will be delegated to Employer Connectors based on preference) by visiting local businesses in person and sharing information provided about the Employer One Survey and supporting employers to complete the survey
- Engaging and educating employers about the Employer One Survey needs and how we can support them to complete the survey
- Your own travel to and from the local office downtown Hamilton and to areas around Hamilton
- Keeping a log of the businesses you visited on documentation provided by WPH
- Attending in-person or virtual on-boarding to learn about the role and engage in the training to be prepared to enter the community with confidence

Benefits of the role:

- Experience engaging directly with employers and building community connections
- Experience volunteering in a well-respected small non-profit organization
- Full onboarding experience and training to familiarize you with Workforce Planning Hamilton, the work we do, and in-depth understanding of the Employer One Survey
- Travel expenses reimbursed followed company policies



Skill Set:

- Motivated, outgoing, and friendly manner to engage with local employers
- Familiar with Hamilton and local businesses
- Able to work independently and ask questions if support is needed
- Time management and organized
- Labour Market Information understanding an asset
- Positive, professional, and fun attitude

Commitment:

- Ideally 4-8 hours per week however,
- Flexibility available to work around volunteer needs
- Volunteering preferred Monday through Friday during regular businesses hours of 9am-5pm
- February 5th 2024 - March 5 2024 with availability to extend volunteer opportunities
- Availability to participate at Connect to Careers Job Fair on March 5th from 8am-4pm would be appreciated too

For more information or if you have any questions, please contact:

michelle.butcher@workforceplanninghamilton.ca

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