

Murphy Centre Inc.

Career Consultant - TechPrep Job Description

The Murphy Centre is a community-based agency, which has been committed to providing participants with effective, integrated academic, career and personal development opportunities since 1986. The Murphy Centre is currently seeking a full-time Career Consultant for its exciting new TechPrep program.

TechPrep is a Technology Education Program designed to:

- Promote the exciting tech industry in Newfoundland & Labrador
- Recruit participants from diverse communities into introductory technology training
- Explore future post-secondary and employment opportunities
- Complete an optional 5-week Paid Work Placement

DUTIES:

The primary duties of the selected candidate will be to work in a team environment with participants who are interested in exploring a career in the tech industry in our province.

The Career Consultant will:

- Complete intake assessments of program participants
- Assist participants in the development of individualized career plans
- Facilitate group and/or individual sessions with participants related to career development
- Support participants in exploring employment and post-secondary options
- Develop appropriate employment and educational placements
- Recruit participants for the TechPrep program
- Other duties as required

QUALIFICATIONS:

The successful applicant must have:

- Experience in career planning/counselling
- Well-developed oral and written communication and organizational skills
- The ability to work both independently and as part of a small but mighty team
- Knowledge of the local tech industry and potential employment opportunities
- Familiarity with post-secondary programs related to the tech sector
- A strong commitment to participant success

Suitable candidates will typically have a university degree or college diploma in social sciences, community studies, career development, or similar credential; or equivalent professional experience.

SALARY:

The salary for this position will be between \$59,000 and \$65,000 annually in addition to a competitive benefits package.

CONTRACT TERM:

This is a contract position until March 31, 2024, with possibility of contract extension.

Resumes will be accepted until end of day Friday, January 13th, 2023. Please mail, fax or e-mail your resume as follows:

Hiring Committee
Murphy Centre Career Services
Suite 201, Fall River Plaza
320 Torbay Road
St. John's, NL A1A 0L3

Fax: (709) 579-8022

E-mail: careerservices@murphycentre.ca

While we appreciate all expressions of interest, only applicants to be interviewed will be contacted.
Thank you