

Job Title: **Coordinator, Outreach and Recruitment (Lower Mainland)**

Department: People and Corporate Services

Reports to: Manager, Workforce Planning and Placement

Summary

BCIB is the provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous peoples, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

The Coordinator, Outreach and Recruitment for lower mainland will oversee the planning and implementation of outreach strategies for the Lower Mainland. The coordinator's primary responsibility will be to connect people in the community by cultivating relationships with equity groups, individuals, and other relevant organizations for the purpose of supporting recruitment for all CBA lower mainland projects.

Essential Duties & Responsibilities

- Map and engage with key community support organizations that support equity group and local applicants to apply to BCIB
- Collaborate in designing and implementing quarterly recruitment strategy
- Collaborate internally on a regular basis to proactively identify the future hiring needs based on the strategy.
- Perform job and task analysis documenting job requirement and objectives
- Develop and post Trade Profiles when labor gap has been identified.
- Source and recruit candidates by using databased and social media.
- Work closely with HQ stakeholder relations and Indigenous relations team to support development of key partnerships and outreach tools that are locally relevant and appropriate.
- Build and maintain relationship with equity stakeholders and support organizations and ensure their orientation to BCIB and the CBA. Promoting CBA project's Respectful Onsite Initiative, while emphasizing the importance of creating a safe, inclusive and culturally diverse worksite culture.
- Act as the point contact while building relationships with influential support organization, as well as candidates during the selection process. Includes but not limited to engagement and recruitment with various external stakeholder groups, hosting BCIB 101 and information sessions, as well as identifying opportunities for collaboration and partnership.
- Provide application orientation and assistance to support organizations and applicants when required.
- Provide analytical and well documented recruiting reports to the rest of the team.



Desired Skills & Qualifications

- Proven experience as a Recruiter. Experience working with marginalized populations and/or targeted equity groups considered an asset.
- Familiarity with HR database, Applicant tracking system and candidate management system. Experience with Salesforce or other web-based application system is considered an asset.
- Excellent communication, interpersonal and engagement skills.
- Self-motivated, enthusiastic, and community driven.

Education and Experience

- Degree in Human Resources, Marketing or Business considered an asset
- At least 2 years of Community Engagement and/or recruitment experience
- A connection to or experience working within the trades is considered an asset.
- Communications experience considered an asset.
- Experience working in development projects that improve locals and equity groups is considered an asset.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca