



Stella's Circle

Creating Community Together

Job Developer Employment Services

About Us

Award-winning. Inspiring. Values-driven. Entrepreneurial spirit. These are some of the words that describe Stella's Circle, a leading social justice organization that works with over 1,500 people each year to help transform lives through housing, mental health, and employment.

The Position

The Job Developer assists participants in preparing for, participating in and connecting to a variety of employment-based activities with a focus on work placements and employment. This is accomplished through the provision of concrete services and supports, and connection to external employers for the purpose of attaching participants to employment opportunities.

What You'll Do

- Build and maintain relationships with employers assessing needs while providing solutions through presentation of employment candidates.
- Understand employer staffing needs to determine opportunities, eligibility and suitability of services for the employer and participant.
- Visit job sites to ensure suitability of placements, participate in job fairs, trade shows and community events.
- Cold call introduction of services to employers, local agencies, etc.
- Liaise with government and community partners regarding wage subsidies and other employment incentives as required.
- Conduct case management/assessment with employment and job trial activities as part of participant employment plans.
- Coordinate with Employment Services team to provide participant support and feedback.
- Provide participants with appropriate employment leads, providing strategies on how to best approach the employer and get/maintain the job position.
- Develop and maintain business/employer database eg: ARMS.



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What You'll Bring

- Post-Secondary degree in the Human Services/Social Sciences field or business. Combination of education and experience will be considered.
- Minimum of 1-year in job development/employment marketing experience.
- Possess strong computer skills in word processing, internet research and spreadsheet/database applications.
- Demonstrated skills at keeping accurate records and strong organizational skills.
- Strong advocacy skills, especially to employers on behalf of participants requiring assistance with their job search.
- Ability to work and communicate effectively in a team environment.
- Knowledge of barriers to employment, career development and collateral government and community resources.
- Knowledge of Labour Standards Act, Occupational Health and Safety Act/Regulations, Human Rights Code and WHMIS would be an asset.
- Valid Drivers License and access to a vehicle are required.
- Criminal Record Check/Vulnerable Sector Check
- Enhanced Reliability Status Clearance.

The Details

This is a full-time permanent position. Normal hours of work are Monday to Friday, 8:30am – 4:30pm, totalling 75 hours bi-weekly. The hourly rate for this position is \$28.35 - \$30.68. We offer 15 statutory holidays per year, along with summer hours which includes an additional half hour off each day as operational needs permit. Stella's Circle offers health and dental, long term disability insurance, life insurance, matching RRSP plan, sick leave, personal leave, birthday leave and starting vacation of three weeks per year.

How to Apply

For best consideration, we encourage interested applicants to send cover letter and resume by October 24th, 2025, to:

Human Resources Specialist
Stella's Circle
Email: recruitment@StellasCircle.ca



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About Stella's Circle

Stella's Circle is a nationally celebrated charitable organization with a mission to help transform lives through Real Homes, Real Help and Real Work. Our wrap-around housing, mental health, and employment programs are rooted in recovery and inclusion. Our vision is A Home. A Job. A Community – for everyone. Learn more at StellasCircle.ca.

Stella's Circle is proud to be an equal opportunity employer that embraces diversity. We are committed to creating an inclusive environment for all individuals and ensuring full and equal participation for each individual in our community. We treat all people with respect and dignity, and recognize their rights, opinions, experience, knowledge, and competence. Stella's Circle encourages applications from people of colour, people of diverse sexual orientations and gender identities, Indigenous Peoples, those with physical and mental illness and/or challenges, and those who face any systemic barrier.

