



TEAM Work
Cooperative

OPPORTUNITY BRIEF

**EMPLOYER
ENGAGEMENT
SPECIALIST**

8 MONTH CONTRACT



SEARCH CONDUCTED BY PLACEMAKING 4G

Statement of Intention

TEAM Work Cooperative (TEAM Work), is an innovative and dynamic organization with 26 years of experience in providing employment programs and services to residents of the Halifax Regional Municipality. TEAM Work values the diversity of everyone it hires and serves. Diversity for us means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

Our Mission is to **“facilitate inclusive employment and workplace opportunities for people in Nova Scotia”**. As such, we believe our workforce should reflect the population we serve. We welcome and encourage applications from African Nova Scotians, Indigenous People, racialized individuals, Members of the 2SLGBTQIA+ Community, and Persons with Disabilities. If you are a member of one of these equity groups, you are encouraged to self-identify in your cover letter or your resume and share your pronouns. We are committed to accommodating applicants experiencing disability at any stage of the hiring process.

About TEAM Work Cooperative

Invested in inclusive employment.

A trusted Nova Scotia Works Employment Services Centre, TEAM Work has been unwavering in its commitment to providing employment programs and services to residents of the Halifax Regional Municipality for more than 26 years.

In addition to case management, career counselling and employment maintenance, they specialize in job development, mentoring, creative job carving and career exploration. TEAM Work is client-centred. This means all work emerges from a place of passion, commitment and care that keeps clients' best interests at the forefront. In the past year, TEAM Work helped 430 Nova Scotians in need of finding employment.

TEAM Work facilitates numerous programs supporting both job seekers and employers. These include MentorAbility, the GO3D Self-Employment Program, Career Link, the Workplace Support Program, the Opportunities Fund, EquitAbility and more.



This Moment, This Position

This is a moment of momentum at TEAM Work Cooperative—and we're looking for someone who wants to be right at the heart of it.

As the Employer Engagement Specialist, you'll be a relationship-builder, a connector, and a champion for inclusive employment across the Halifax region. You'll develop and lead creative outreach strategies that help small and medium-sized businesses grow, while opening doors for job seekers who have been historically excluded from opportunity.

You'll serve as a key link between employers and the Nova Scotia Works (NSW) ecosystem—helping businesses identify hiring needs, navigate supports, and find the right people to join their teams. Whether it's one-on-one consultations, coordinated events like job fairs, or strategic partnerships with sector councils and networks, you'll bring a mix of big-picture thinking and day-to-day support.

You'll also work hand-in-hand with your colleagues at TEAM Work to support better job matching, facilitate access to training, and ensure that employers are prepared to create welcoming and sustainable workplaces.

This is more than just a coordination role—it's a chance to shape how inclusive employment shows up in workplaces across Nova Scotia. If you're passionate about building relationships, lifting the community, and making employment systems more equitable, this role was made for you.

How You Would Contribute

Under the direction of the Employer Services Manager, your role will center on building strong employer relationships and creating real pathways to inclusive hiring.

Specifically, you will:

- Develop and implement strategies to engage small and medium-sized employers (SMEs), identifying skill gaps and promoting the benefits of inclusive hiring.
- Build and maintain a province-wide referral network with sister agencies and community-based employment service providers.
- Offer cross-cultural workshops to help SMEs and new hires navigate the integration process successfully.

What You Bring

- Collaborate on the creation of marketing materials and outreach tools to support program visibility and employer engagement.
- Maintain detailed and accurate records in the case management system (LaMPSS) and track outcomes tied to employer relationships and placements.
- Participate actively in internal and external meetings, professional development opportunities, and regional workforce initiatives.
- Serve as the main point of contact between employers and TEAM Work staff—facilitating connections, coordinating employer information sessions, and supporting job-matching efforts.
- Work collaboratively with the Career Centre team to organize and deliver impactful hiring events, including job fairs and employer-led sessions.
- Promote employer services through public relations, outreach, and strategic partnerships with groups like the Chamber of Commerce, Sector Councils, and government departments.
- Provide thoughtful, ongoing support to employers—helping them navigate available services, meet their hiring needs, and build more inclusive, responsive workplaces.



Your Story

You're a relationship-builder, a problem-solver, and someone who sees the big picture without losing sight of the details. You care deeply about equity in the workplace and know how to meet people where they are—whether they're a job seeker navigating barriers or an employer trying to build a stronger team.

This could be the right opportunity for you if you bring:

- A post-secondary education in a relevant field—such as Business Administration, Business or Community Development, Social Work, Communications, Education, Sociology, Public Relations, or Career Development—or an equivalent combination of training and lived/professional experience.
- At least two years of experience working with clients and employers in employment services, community outreach, or a related field.
- Customer service, sales, or business experience that's helped you develop strong interpersonal skills and the ability to identify and respond to people's needs.
- Strong communication skills—you're comfortable speaking with people from all walks of life and making complex ideas feel accessible.
- Comfort with technology, including MS Office (Word, Excel, PowerPoint, Outlook). Experience with LaMPSS is a strong asset.
- Attention to detail and strong documentation skills, including accurate data input and timely follow-up with clients and employers.
- Prospecting skills and the ability to build and maintain relationships through job fairs, networking, and community events.
- A valid driver's license and access to reliable transportation (travel across the province may be required).
- A clear criminal record check.
- Knowledge of employment supports, labour market trends in Nova Scotia, and community-based referral networks.
- A collaborative spirit—you enjoy working as part of a team but are self-motivated and able to take initiative.
- Experience delivering workshops or presentations and a desire to keep learning.
- Adaptability and flexibility—you're comfortable navigating change and finding creative solutions as situations evolve.
- The ability to connect with diverse communities and help employers build more welcoming, inclusive workplaces.

The Package

Salary	\$55,000 - \$59,000
Duration	8 Month Contract (Maternity Leave)
Location	7051 Bayers Rd, Suite 501, Halifax NS B3L 2C1
Schedule	Monday to Friday, 8:30 am - 4:30 pm, with the occasional travel and weekends required.
Travel	Within Nova Scotia (primarily within HRM), to visit employers.
Benefits & Perks	<p>As a contract team member, you'll have access to many of the same supports and perks as permanent staff—prorated based on the length of your contract. These include:</p> <ul style="list-style-type: none">• Health and dental benefits• RRSP contributions matched by the employer (5% to start; increases at 5 and 10 years if applicable)• 18 paid Vacation days annually (increases with service), plus 15 paid Care Days• 13 Paid Federal and Provincial holidays• Mental Health Champions on staff• Professional development opportunities and team-building events• Participation in the Modern Work Week program• Access to an exercise, health, and wellness room• A flexible, fun, kind, and energetic workplace environment

TEAM WORK WAS RECENTLY RECOGNIZED AS ONE OF FIFTY EMPLOYERS OF DIVERSITY IN ATLANTIC CANADA BY THE ATLANTIC BUSINESS MAGAZINE.





What To Expect

Hiring processes often reflect systems that don't work for everyone. At Placemaking 4G, we believe recruitment should be relational and affirming. We're working with TEAM Work Cooperative to ensure candidates are respected, informed, and supported throughout.

- We closely review all applications and read each cover letter (we promise).
- If you are selected as a top candidate, expect an invitation to chat with a Lead Placemaker from P4G. This is someone who treats the recruitment process non-traditionally. We want to get to know what inspires you.
- Selected candidates will proceed to a virtual interview with the Lead P4G Placemaker and 2-3 organization representatives.
- Finalists may participate in a second-round interview or skills activity (virtual or in-person).
- P4G will check employment references and assist in presenting an offer to the successful candidate.

**Apply now by
[Clicking Here!](#)**

Applications will be accepted until 12:00 pm (noon) on May 21, 2025

Please be sure to include a cover letter that speaks to your experience, but we also want to get a glimpse of your personality.



Have questions about the role?

Reach out to the Lead Placemaker at P4G to learn more.

Amanda McNutt
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