



166857 - Client Engagement Officer - Workforce, Advanced Learning and Population

Government of PEI

📍 Atlantic Technology Centre - 176 Great George Street, Charlottetown, Prince Edward Island C1A 4K9

👤 1 Position available

📅 Expires on: April 2, 2025

JOB DESCRIPTION



The [Department of Workforce, Advanced Learning and Population](#) is committed to Equity, Diversity, Inclusion and Accessibility. Our goal is to build a public sector workforce that reflects the diverse communities we serve and to promote welcoming, diverse, inclusive, respectful workplaces that are accessible to all. We welcome all interested individuals including Indigenous People, persons with disabilities, Black, racialized, ethnic and culturally diverse groups, as well as people regardless of their sexual orientation, gender identities, and gender expressions. Those looking for more information are invited to visit our [Equity, Diversity, and Inclusion Policy](#).

The main purpose of this position is to enable employers to successfully recruit job seekers on the WorkPEI.ca employment website while also working in partnership with PEI sector councils, industry associations, learning institutions and other government departments and divisions including SkillsPEI and its network of external service providers.

Duties will include but are not limited to:

- Develops and implements client engagement strategy for target audiences;
- Seeks input from partners to determine the effectiveness of WorkPEI services and performs comparative analysis of competing products found in the marketplace;
- Analyses labour market information, labour supply and demand data, job vacancy reports and other data trends generated by the WorkPEI employment website or found in national LMI products;
- Leads the development and delivery of in-person and online training curriculum for job seekers, employers and other stakeholders;
- Leads the promotion of WorkPEI at public information sessions, job fairs and other industry events and the development of partnership opportunities to enhance recruiting services with stakeholders;
- Develops and implements new content for WorkPEI including site documentation, blog posts, site surveys, site polls, email newsletters and contests;
- Provides case management support including input, advice, and recommendations to member employers and job seekers;
- Effectively operates the WordPress content management system used to publish content on WorkPEI.ca;
- Validates registration data submitted by employers through consultation with various government departments and agencies, including SkillsPEI, Worker's Compensation Board, PEI industry

Job type:

10 Months Temporary

Work shifts:

Day

Work schedule:

37.5 hrs/week

Work location:

On site

Salary:

\$63,707.00 - \$79,619.00 CAD
Yearly

Unionized:

Yes

Additional information

Job Opening ID:

• 166857

Department:

• Workforce , Advanced Learning and Population

Location:

• Charlottetown

Pay Level:

• 16

Hourly Salary Range:

• \$32.67 - \$40.83

Employment Type:

• Temporary

Employment Percentage:

• 100%

Closing Date:

associations, sector councils, federal and provincial corporate registries and other information sources;

- Reviews and processes job listings submitted by employers to ensure all listings meet provincial labour standards, compensation transparency legislation and WorkPEI terms of use; and
- Other duties as required.

Minimum Qualifications:

- University degree in business, human resources or related field;
- Demonstrated equivalencies will be considered;
- Considerable experience in engaging the public to answer questions or provide information;
- Experience in communications and/or marketing, and working with online content and social media platforms;
- Experience using Microsoft Office;
- Experience with creating collaborative relationships and experience in public speaking;
- Some experience in case management;
- Knowledge of the PEI post-secondary institutions, career services sector, and labour market funding programs;
- Strong judgement and analytical skills
- Excellent interpersonal, time management skills and oral and written communication skills;
- Ability to work independently in a multi-tasked position; and organization, attention to detail and results-oriented skills.

Other Qualifications:

- Experience in planning, executing and evaluating recruitment strategies;
- CPHR and Registered Recruiter designations would be considered assets;
- Proficiency with WordPress content management system.

This competition may be used to fill future vacancies.

Please Note: Please ensure the application clearly demonstrates how you meet the noted qualifications as applicants will be screened based on the information provided. We would like to thank all applicants for their interest; however, only those who are selected for an interview will be contacted.

Where possible, submitting an electronic resume or job application is preferred. Otherwise, please return forms to PEI Public Service Commission, P.O. Box 2000, Charlottetown, Prince Edward Island, C1A 7N8. Applications may be sent by fax to (902) 368-4383.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONFIRM RECEIPT OF THE APPLICATION, BY TELEPHONE OR IN PERSON PRIOR TO THE CLOSING DATE.

Please ensure that the appropriate Posting ID number is stated on all application forms. You can apply online or obtain an application form by visiting our web site at www.jobspei.ca. Forms may also be obtained by contacting any PEI Government office, ACCESS PEI Centre, Regional Services Centre, or by telephone (902) 368-4080.

No. 6 on Forbes' list of Canada's Best Employers 2024

The Public Service is inspired to make a positive impact and proud to shape the future of our Island Community.

• Wednesday , April 2, 2025 5:00 p.m.

Open To:

- Public

Union:

- UPSE Civil

Required documents

- Resume

Optional documents

- Cover Letter

If you are not a Canadian citizen or permanent resident , please upload a

- copy of your valid work permit confirming your authorization to work in Canada
- Other

BENEFITS



3 weeks paid vacation
annually



Health and dental benefits
after 6 months



Hybrid options within PEI



Employee assistance
program