



Are you a dynamic, caring, energetic individual who is not afraid of challenges and loves to make a difference? Do you believe in giving a hand up? Do you thrive in a busy, energetic work environment that stretches and grows you? Then this is the place for you!

OFE is a private, faith-based, non-profit organization. Our mission is to assist adults to achieve self-sufficiency through full-time, long-term employment. OFE is a fast-paced, goal-oriented environment that positively impacts thousands of lives per year. We are currently recruiting for the following position in our growing organization:

Employment Services Advisor (2 positions)

EFT Monday to Friday 7:30am to 4:00pm

Term up to June 2026 with potential extension

Position Overview:

- Welcome new applicants and visitors into our office and direct them to appropriate contacts or services, and provide information in person and by phone
- Coach job seekers in their daily job search, assist with job leads, resumes and cover letters
- Maintain the Job Resource Area to help facilitate efficient job search
- Make short presentations on job search related topics
- Administer orientation sessions for new participants and schedule next steps
- Conduct “First Impressions” interviews to assess skills, barriers and job goals
- Communicate with clients through Live Chat, by phone or via email to promote OFE services, register clients for intake, and answer inquiries regarding a wide variety of job search, program or support issues.

Necessary Qualifications:

- Post-secondary education in a related field or the equivalent in experience (experience providing employment services would be preferred)
- Excellent problem-solving skills and strong planning and organizational skills
- Exceptional communication skills, both oral and written
- Solid understanding of barriers to employment and working with individuals from diverse cultures
- In-depth knowledge of job searching techniques and local labour market trends
- Experience in developing professional resumes and cover letters
- Proficiency in Microsoft Office applications and database use
- Strong desire to work in a team environment
- Working knowledge of community resources providing services to low-income and multi-barrier clients
- Knowledge of the Stages of Change Model and Motivational Interviewing is an asset
- Eligible applicants will be able to obtain a clear criminal record check upon request.

If you are interested in joining our team and making a significant impact on people's lives, please email your resume to recruitment@ofe.ca to the attention of Intake and Assessment Manager. Please indicate salary expectations in your cover letter. Deadline for applications is **February 2, 2026**.

Opportunities for Employment Inc., 300 – 294 Portage Avenue, Winnipeg, MB R3C 0B9 www.ofe.ca

Thanks to all who apply. Only those selected for interviews will be contacted. No phone calls please.

Funding for OFE employment services is provided by:

The Government of Canada The Manitoba Government