

## **Project Liaison**

Date Posted: June 8, 2026

Date of Closure: June 19, 2026, or until position is filled

Position Start Date: June 2026

Terms of Employment:

Wage range: \$27-30/hour

Term: Ongoing, subject to available funding

Location: Winkler or Morden (will require travel to Altona)

Summary: Under the direction of the Employment Coordinator, the Project Liaison supports the successful delivery of the Refugee Employment Driven Initiative (REDI), a program designed to assist refugees in the Pembina Valley region in obtaining and maintaining meaningful employment.

Duties and responsibilities:

- Liaise with internal staff, employers, training providers, and community partners to facilitate effective service delivery and achieve project outcomes.
- Support the delivery of program activities, such as outreach, promotion, and logistics.
- Work closely with Program Trainers to support the development of employment readiness training aligned with participant needs and goals.
- Conduct client intake and needs assessments.
- Develop and implement individualized employment service plans.
- Provide pre-employment preparation, career coaching, support with resumes and cover letters, interview preparation, and job search.
- Identify and facilitate work placement opportunities.
- Provide ongoing case management and coordinate wraparound supports to address employment-related barriers.

Skills, Abilities, & Qualifications:

- A bachelor's degree or college diploma in employment counselling, career development or in a related field, such as human resources development, psychology, education or social services is required.
- Experience in project coordination, planning, implementation, and outcomes monitoring and evaluation.
- Client intake needs assessment, service planning ability, and case management ability required.
- Familiarity with the local labour market and community resources.
- Excellent communication, problem-solving, customer service, time management, organizational, and computer skills.
- Ability to network, liaise, and collaborate in a team approach to service delivery.
- Intercultural competence and awareness of local newcomer cultures.
- Multiple languages an asset.

Please submit your resume and cover letter to:

Jessica Palo

Employment Program Coordinator

[jessica@regionalconnections.ca](mailto:jessica@regionalconnections.ca)

We thank all who apply, but only those selected will be contacted for an interview.