

## Job Description

<b>Job Title:</b>	<b>Youth Retention Officer</b>
<b>Reports to:</b>	<b>Workforce Development Director</b>
<b>Date created:</b>	<b>June 29, 2022</b>

### About 3+ Corporation

3+ Economic Development Corporation is the regional economic development organization for the municipalities of Dieppe, Moncton, and Riverview, New Brunswick. 3+ is funded by the three municipalities, provincial/federal government, and businesses in the private sector as members of our Driving Force. Working in close collaboration with its partners (public, private and not-for-profit sectors), 3+ Corporation leads the region’s delivery of future-focused programs which energetically advance sustainable economic growth for the tri-communities.

3+ Corporation help to grow the region’s economy through the following services:

- Entrepreneurship and Business start-up
- Workforce Development
- Promotion of Greater Moncton

While acting as a facilitator between other regional, provincial, and federal agencies, this helps maintain the growth of the region’s economy, increase the number and success rate of the region’s start-ups, provide a streamlined point of contact for business services and ensure greater partnership from government and the private sector.

### Job Overview

Engaging, attracting and retaining youth in Southeast New Brunswick is vital to the survival and growth of our region. The Greater Moncton and Southeast Workforce Development Strategy call for “Raising the voice and opportunity of young people to strengthen their engagement and connection to Greater Moncton”

This initiative involves being more deliberate about involving youth in planning and leadership roles to ensure the community is a) a great place for 18–29-year-olds to start and advance their careers and b) young people understand the career path opportunities in the community.

Reporting to the Workforce Development Director, the Youth Retention Officer is responsible for creatively engaging with youth (under 29).

The Southeast Labour Market Partnership (SLMP) provides strategic direction, guidance, leadership and support for the implementation and monitoring of the Greater Moncton Regional Workforce

Development Strategy 2019-2024 (which includes Kent, Westmorland and Albert County). As an extension of the 3+ Workforce Development Team, this role, will work with the retention working group of the SLMP.

### **Roles and Responsibilities**

- Coordinate strategies under the retention working group of the SLMP
- Create and develop a local ambassador program with a focus on youth attraction and retention.
- Track youth participation and prepare quarterly program evaluation reports and reports for funding partners.
- Measure and report impact, efficiencies, effectiveness, and recommendations for program adjustments.
- Work independently, exercising good judgment, decision making and problem-solving skills throughout the completion of all job responsibilities.
- Other duties as assigned by Program Manager.

### **Qualifications**

- Bachelor's degree or post-secondary diploma in a field related to the responsibilities.
- Effective customer service, recruitment, or community outreach experience
- Proficiency in MS office environment.
- Excellent interpersonal communication skills
- Excellent writing skills
- Demonstrated success in a fast-paced environment required

### **Language:**

The position requires competence in English and French. ***Please state your language capability.***

**Application procedure:** Please send your cover letter, resume and portfolio of your work by email in PDF format to info@3plus.ca, including "**Youth Retention Officer**" in the subject line. Please note that only candidates selected for further consideration will be contacted.