

*The Neighbourhood Group (TNG) is a multi-service agency that includes Central Neighbourhood House, Neighbourhood Link Support Services and St. Stephen's Community House*

## JOB OPPORTUNITY

**Job# TNG2025-97**

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| <b>POSITION TITLE:</b> Team Lead, Workforce Development          |  |
| <b>DEPARTMENT:</b> Employment Services                           | <b>STATUS:</b> Contract Full-Time, CUPE 7797     |
| <b># HRS / WEEK:</b> 35  | <b>CONTRACT DATES:</b> ASAP until March 31, 2026 |
| <b>REPORT TO:</b> Vice President, Employment & Training Services | <b>SALARY RANGE:</b> \$32.92                     |
| <b>EXTERNAL CLOSING DATE:</b> Posted until filled                |  |

**GENERAL DESCRIPTION:** The Workforce Development Team Lead plays a key leadership role in advancing our employer engagement strategy for the Pathways to Opportunity project and across the Employment Services department. This role is responsible for creating, strengthening, and sustaining strategic partnerships with employers, sector councils, industry associations, unions, and training institutions. The Team Lead will work collaboratively with our Pathways project team, our Employer Engagement Team Lead, our Job Developers, and external partners to expand opportunities for job seekers through meaningful labour market connections such as job placements, internships, mentoring, information interviews, and direct hiring. The Workforce Development Team Lead will contribute to the development and execution of employer engagement strategies that directly impact job placements, workforce retention, and hiring outcomes across all TNGCS Employment programs. This includes business development, employer partnerships, and industry-driven hiring solutions by securing key employer relationships, launching mass hiring initiatives, and creating sustainable career pathways. The role bridges direct service delivery and strategic leadership by driving employer engagement efforts that benefit multiple programs, sites, and job seeker populations. market trends.

### MAJOR DUTIES:

- Lead the creation and execution of an employer engagement strategy for the Pathways to Opportunity project and department-wide initiatives
- Cultivate and maintain partnerships with employers, sector councils, industry associations, unions, workforce development stakeholders and WCG to co-create employment pathways for job seekers
- Provide leadership and coordination to build a shared, strategic approach to employer engagement
- Facilitate regular knowledge-sharing, training, and performance alignment in collaboration with the Employer Engagement Team Lead and the Job Developers across all sites and programs
- Develop and support the implementation of a comprehensive business engagement plan aligned with program outcomes and employer demand
- Support reporting and evaluation efforts by documenting strategic partnerships, hiring results, and labour market impact
- Support the planning and execution of workplace tours, mentoring programs, and industry information sessions that provide job seekers with meaningful exposure to the labour market
- Actively participate in and prepare for regular team and individual supervision
- Participate in service planning for the agency in relation to other departments, community and individual needs
- Adhere to all TNG, and ES policies and procedures and ensure that confidentiality is maintained
- Ensure a team approach in all aspects of program development
- Participate in TNG -wide program activities/meetings as appropriate and/or as assigned
- Cooperate with AODA, and health and safety procedures and policies

### REQUIREMENTS & QUALIFICATIONS:

- Minimum 5 years of experience in workforce development, employer engagement, or employment services
- Proven success in building and managing strategic partnerships with employers and industry stakeholders
- Excellent communication, negotiation, and relationship-building skills; Strategic thinker with the ability to analyze trends
- Ability to provide supportive leadership with staff, to work with minimal supervision, and coordinate activities
- Familiarity with Ontario's workforce development ecosystem, including sector councils and Employment Ontario programs
- Experience developing business strategies, performance plans, and employer-facing service models
- Excellent interpersonal and communication skills, with equity, diversity, and inclusion sensitivity
- Experience and accuracy in researching and writing of comprehensive reports

**To apply, submit your resume with "TNG2025-97 in the subject line of your email to: [careers@tngcs.org](mailto:careers@tngcs.org)**