# Program Lead, Pathways to Place

Salary: 70,000 | Starting: November 2026

Equiforce is a workforce development organization focused on building more inclusive, future-ready talent pipelines across Newfoundland and Labrador.

**Pathways to Place** is Equiforce's work-integrated learning program supporting newcomer and immigrant women in Newfoundland and Labrador to gain meaningful Canadian work experience and strengthen their connection to the labour market.

Following a successful first year, Pathways to Place is moving into Phase 2, building on the relationships, experience, and lessons learned through the program's initial delivery. This next phase will place an increased focus on meaningful employer engagement, strong participant-employer matches, and facilitating wage-subsidized work placements that create value for both participants and employers.

This is a highly relationship-focused role for someone who enjoys working closely with both people and employers. You will build trusted relationships with participants to understand their skills, experience, career goals, and support needs, while proactively connecting with employers to understand workforce needs and develop meaningful placement opportunities. You will also work closely with colleagues across Equiforce to connect participants and employers with relevant expertise, services, and supports.

The role combines proactive employer engagement with hands-on participant support and program coordination. You will manage participant intake, individualized planning, placement preparation, ongoing check-ins, wraparound supports, and post-placement transition, while also building employer relationships and identifying new opportunities. Although this is a remote role, it is highly externally facing, with regular in-person meetings, networking, industry and community events primarily in the St. John's area, and occasional travel throughout Newfoundland and Labrador.

## What You'll Do

### Employer Engagement and Placement Development

- Proactively identify and pursue opportunities for employer engagement, program promotion, and relationship development including industry events, conferences, networking opportunities, association meetings, community events, speaking opportunities and other relevant forums. Attend and actively participate in events in person or virtually as appropriate, including staffing promotional booths and exhibits.

- Build and maintain relationships with employers across Newfoundland and Labrador and proactively identify new engagement and networking opportunities
- Work with employers to understand workforce needs and develop suitable placement opportunities
- Match participants with employers and support introductions, interviews, onboarding, and strong placement fit
- Work with employers to define placement scopes, expectations, learning objectives, and supervision needs
- Maintain employer relationships throughout and beyond placements, troubleshooting issues and exploring continued employment opportunities where appropriate

**Participant Support and Career Development**

- Conduct participant recruitment, intake and develop individualized employment and placement plans
- Provide ongoing coaching and support before, during, and following placements
- Coordinate wraparound supports such as childcare, transportation, language assistance, and other eligible supports
- Prepare participants for interviews, onboarding, workplace integration, and successful participation in their placements
- Connect participants with Equiforce services, community partners, and other supports that can strengthen their employment journey

**Program Delivery and Partnership Coordination**

- Lead day-to-day delivery of Pathways to Place Phase 2, ensuring program objectives, timelines, deliverables, and performance targets are met
- Coordinate participant recruitment, employer engagement, matching, placement delivery, and post-placement transition activities
- Manage placement agreements, wage subsidy documentation, participant supports, and other program administration
- Maintain accurate documentation of participant progress, employer engagement, placement opportunities, outcomes, and program metrics
- Collaborate closely with Equiforce colleagues, community partners, and referral organizations to coordinate supports and ensure seamless program delivery
- Provide regular updates to the Director, Strategic Programs & Partnerships and contribute to funder reporting
- Represent Equiforce at relevant employer, industry, community, and program events

**Evaluation and Continuous Improvement**

- Gather and analyze feedback from participants, employers, and partners

- Use feedback throughout program delivery to identify opportunities for real-time adjustments and improvements
- Track outcomes and contribute to program evaluation and reporting

## What You Bring

- University degree or college diploma in a related discipline, or an equivalent combination of education and relevant experience
- Experience in workforce development, employer engagement, employment services, recruitment, partnership development, economic development, work-integrated learning, or a related area
- Demonstrated ability to build strong, trusted relationships with employers, participants, partners, and colleagues
- Established connections across industry sectors in Newfoundland and Labrador, or demonstrated ability to quickly build and activate employer networks
- Strong communication and interpersonal skills, with the ability to work effectively with people from a range of backgrounds and perspectives
- Confidence initiating conversations, developing new relationships, and representing an organization externally
- Strong judgement and the ability to understand both participant and employer needs when developing placement matches
- Excellent organizational and project management abilities, with the ability to manage multiple priorities and relationships
- Ability to work independently while contributing actively to a collaborative team environment
- Comfort with virtual platforms and standard workplace tools, technology.
- Knowledge of the Newfoundland and Labrador labour market and employer landscape is considered an asset
- Experience supporting newcomer or immigrant populations is considered an asset
- Valid driver's licence and/or access to reliable transportation

**You'll Thrive in This Role if You:**

- Enjoy building relationships with employers and participants and creating strong connections between the two
- Are proactive and comfortable getting out into the community, networking, following up, and representing Equiforce
- Are organized, responsive, and confident taking ownership of a program from recruitment and placement through reporting and evaluation
- Enjoy both the people-facing and behind-the-scenes work required to make a program run well

## The Details

- Salary: $70,000 per annum, pro-rated to contract term
- Contract: 12 months
- Anticipated start date: November 2, 2026
- Group health/dental plan and RRSP contribution, pending eligibility
- 15 days paid vacation annually, pro-rated to contract term
- 13 paid statutory holidays per fiscal year
- Birthday leave: Enjoy a paid day off to celebrate your birthday each year
- Holiday Swapping: We recognize and value the diversity of our team and the many cultural and religious holidays that are meaningful to individuals. If you celebrate a holiday that is not on our Statutory and Designated Holidays list, you may request to swap a designated holiday for one that aligns with your own traditions.
- Remote work environment: Primarily work from home from St. John's area, with regular in-person employer meetings, networking, industry, and community engagement activities
- Travel within Newfoundland and Labrador will be required as appropriate
- Occasional evening or weekend events may be required

## How to Apply

Please submit a resume and cover letter to hiring@equiforce.ca **by October 1, 2026.** Please include your availability to start, including any notice period, in your cover letter.

## Please Note:

Attention to detail is key for this role. Applications that don't adhere to the job ad (i.e., don't include a cover letter, are sent via auto-apply, etc.) will not be considered.

Relocation support is not provided for this position.