



Job Posting: 1.0 FTE Employer Trainer and Supports Specialist-12-18 month contract

Organization: Yes Employment Services

Program: EmployEASE

Salary Range: \$58,758 - \$72,318- with benefits

Overview

Yes Employment Services is seeking a positive, resourceful, and dedicated individual to take on the position of Employer Trainer and Support Specialist for the EmployEASE Program. This individual will be responsible for delivering training and providing one-on-one support to employers on:

- Accessibility
- Inclusion
- Creating welcoming work environments for individuals with disabilities

Yes Employment Services is committed to building an inclusive workplace where diversity of thought and people is recognized, valued, and essential to achieving organizational goals.

Key Responsibilities

- Develop and deliver customized training and workshops to employers on the benefits of hiring, supporting, and retaining employees with disabilities, covering accessibility accommodations, communication, and inclusive workplace practices
- Build relationships with employers and lead outreach to promote inclusive hiring and encourage participation in training, supports, and events
- Drive the planning, promotion, and execution of employer and community events in collaboration with the team, ensuring participation, accessibility, and inclusive engagement
- Coordinate the delivery of Enhanced Employer Supports by meeting with employers to assess workplace needs, identifying barriers to inclusion, and providing tailored, actionable solutions — including support with implementation — to promote inclusive hiring and employee retention.
- Collaborate with other Yes Employment Services staff and PHARA staff to ensure that training and support are aligned with project goals and objectives.
- Stay up-to-date with best practices, legislation, and emerging trends related to disability inclusion and accessibility in the workplace, and incorporate them into training and support provided to employers

- Develop and maintain resources for employers related to disability inclusion and accessibility, including toolkits, guides, and best practices.
 - Develop project timelines and remain within event and program budgets.
 - Work with the project team to develop event marketing strategies.
 - Represent Yes Employment Services at community events, conferences, and other gatherings.
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Qualifications

- Bachelor's degree in a relevant field (e.g., Human Resources, Business Administration, Social Work) or:
 - Relevant College Diploma
 - Strong communication and facilitation skills, with the ability to confidently deliver engaging and effective presentations to diverse audiences of all sizes
 - Excellent project management capabilities and ability to work both independently and collaboratively.
 - Strong relationship-building skills with employers and other stakeholders.
 - Comfort using technology, including:
 - Virtual meeting platforms
 - Online learning management systems
 - Certifications in disability services or other relevant credentials are considered an asset.
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How to Apply

Please submit a resume and cover letter to Jordie Leggett – Director of Operations via email at Jordie.leggett@yesnorthbay.com

Applications must be received before **4:30 p.m. on Thursday August 21th, 2025.**

Yes Employment Services Nipissing is an equal-opportunity employer. We are committed to employment equity, diversity, and inclusion. In accordance with our Accessibility Policy, accommodations will be provided throughout the hiring process. Applicants are encouraged to notify the Director of Operations in advance if accommodations are required.