

Workforce Navigator

Employment Status:	Temporary, Part-time – Up to 12 months
Compensation Range:	\$27.90 to \$31.43 / Up to 21 hours per week
Location:	399 Ridout St. N, London, ON
Union/Non-union:	CUPE 101.5

POSITION OVERVIEW

Reporting to the Director of Economic Development and the Director of Human Services, the Workforce Navigator serves the Workforce Development Partnership to advance awareness of, and connections between, Middlesex County based employers, employment service providers, and job seekers in support of career pathways and workforce opportunities. The position is housed within Economic Development, which holds administrative oversight and funding accountability, while service delivery and program alignment are coordinated in collaboration with Human Services.

QUALIFICATIONS

- 2-year college diploma in social services, business administration, communications, or a related field.
- Minimum 1 year of experience in employment services or a position directly related to education or career development.
- Valid Driver's license and access to a vehicle.

WHY CHOOSE MIDDLESEX COUNTY?

Middlesex County is a vibrant upper-tier municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life with exceptional healthcare facilities, affordable housing, an array of educational opportunities and bountiful recreation and cultural choices in a picturesque setting. The County's administration headquarters are located in London but Middlesex County is comprised of unique villages, towns and rural communities that have great attractions for residents and tourists. At Middlesex County, you will have a chance to make an impact in your everyday work and build lasting relationships in the communities in which we live and serve. We offer a culture that values inclusion, diversity of thought, and employee development. We invest in our people to help them leverage their strengths to achieve their career aspirations.

HOW TO APPLY

If you are interested in this opportunity, please submit your cover letter and resume by email to hr@middlesex.ca by 4:30 p.m. on February 27, 2026.

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for candidate selection purposes only.

This position is a new vacancy.

WHAT WE OFFER

Flexible Work Opportunities
OMERS Pension Plan
Employee and Family Assistance Program

VISIT OUR CAREERS PAGE

<https://www.middlesex.ca/departments/human-resources/job-opportunities>

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience.



CORPORATION OF THE COUNTY OF MIDDLESEX POSITION DESCRIPTION

TITLE:	Workforce Navigator		
DEPARTMENT:	Economic Development		
REPORTS TO:	Director of Economic Development & Director of Human Services		
EFFECTIVE DATE:	January 2026	POSITIONS SUPERVISED:	None

POSITION SUMMARY:

Reporting to the Director of Economic Development and the Director of Human Services, the Workforce Navigator serves the Workforce Development Partnership to advance awareness of, and connections between, Middlesex County based employers, employment service providers, and job seekers in support of career pathways and workforce opportunities. The position is housed within Economic Development, which holds administrative oversight and funding accountability, while service delivery and program alignment are coordinated in collaboration with Human Services.

PRINCIPAL RESPONSIBILITIES:

- Coordinate marketing and public relations for the purpose of establishing the relationships necessary to carry out the program, and to ensure its effectiveness in expanding opportunities for employment and self-employment in Middlesex County
- Research, inform, and assist in the production of creative material including but, not limited to video, photo, print, social media and web-based assets to establish and maintain the Work in Middlesex employment portal
- Collaborate with job coordinators, employment specialists, Ontario Works case managers, and job coaches for the purpose of identifying appropriate career pathways for individuals experiencing barriers to employment
- Conduct job and task analyses for the purpose of determining specific skills required to perform work and labour force barriers
- Coordinate activities (e.g. presentations, information events and related material) for the purpose of maximizing awareness of local career pathways and workforce opportunities
- Use the Departments Contact Management System and present monthly performance reports that summarize daily logs for the purpose of tracking program activity and results.
- Facilitate relationships between workforce interest holders (human services, employment services, entrepreneurial support agencies, workforce boards, schools, etc.) for the purpose of ensuring that positive and supportive communication occurs.

- Help to foster the workforce/client relationship (i.e. ensuring that expectations and duties are communicated well; problem solving any communication issues between interest holders) for the purpose of improving client success and maintaining a positive relationship with employers.
- Arrange, coordinate, record the minutes, and ensure follow up on meetings for the purpose of advancing the project.
- Survey the community and employers regarding barriers to employment for the purpose of expanding career pathways
- Promote the Work in Middlesex brand and suite of services available to workforce interest holders
- Visit work sites and employment services meetings with clients for the purpose of securing and maintaining relationships with employers and to explore possibilities for expanding career pathways
- Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the program

KNOWLEDGE, SKILLS AND ABILITIES:

- Excellent written and verbal communication including presentation skills.
- Ability to manage multiple priorities, projects and deadlines.
- Proficiency with MS Office.
- Ability to self-motivate and carry out required functions with limited supervision.
- Excellent interpersonal skills to build and maintain cooperative working relationships with clients and service agencies.
- Ability to deal courteously, tactfully and diplomatically.
- Ability to work within, and contribute to, a proactive team environment.
- Demonstrated commitment to provide exceptional customer service to members of the general public, community and special interest groups, and internal and external customers.
- Strong organizational, time management and project management skills.

MINIMUM QUALIFICATIONS:

- 2-year college diploma in social services, business administration, communications, or a related field.

- Minimum 1 year of experience in employment services or a position directly related to education or career development.
- Valid Driver's license and access to a vehicle.