

Employment, Training and Career Services Directory Edmonton Region

Career and Employment Information Services

Acces Emploi Alberta – French-speaking Albertans

Address: #202, 8627 Marie-Ann Gaboury Street (91 Street), Edmonton, AB T6C 3N1

Email: ae@accessemploi.net

Phone: 780-490-6975

Program Description:

This is a one-stop service to provide career, employment information, and supported job search services in French. The resource centre provides job boards, computers, telephones, other job search tools; assessment and service management support; employment counselling; career and employment preparation workshops (job search/maintenance, interviewing techniques, résumé and cover letter development); English in the workplace, exposure courses, job leads and a 12-week job placement service.

BGS Enterprises Inc.

Career and Employment Workshop Services

Address: #310, 10665 Jasper Avenue, Edmonton, AB T5J 3S9

Email: bgs@bgsenterprises.com

Phone: 780-425-6655

Website: www.bgsenterprises.com

Program Description:

This program provides career and employment workshops at no cost to all Albertans who are interested in making a transition to school or training; from school to work; from unemployment to employment; changing employment; or improving their current work situation.

BGS Enterprises Inc.

Career and Employment Information and Job Placement Services

Address: #310, 10665 Jasper Avenue, Edmonton, AB T5J 3S9

Email: bgs@bgsenterprises.com

Phone: 780-425-6655

Website: www.bgsenterprises.com

Program Description:

This program's 12-week pre-employment and job placement services include: assessment, job clubs, workshops, exposure courses, incidental employment related expenses, job shadow, job placement and service management.

BGS Enterprises Inc.

Assessment & Service Management Centre

Address: #310, 10665 Jasper Avenue, Edmonton, AB T5J 3S9

Email: bgs@bgsenterprises.com

Phone: 780-425-6655

Website: www.bgsenterprises.com

Program Description:

The program provides assessment and service management, including six months of follow-up services, to at-risk youth, 16 to 19 years of age, who wish to attend or are attending foundational training (high school or outreach school) and may require Learner Income Support.

Bissell Centre

Career & Employment Assistance Services for the Inner City

Address: 10527-96 Street, Edmonton, AB T5H 2H6

Website: bissellcentre.org

Phone: 780-423-2285

Program Description:

The program provides job matching services to individuals with limited/sporadic employment history for short-term, casual employment. Additional services include pre-employment, life management, supported job search, workshops, exposure courses and job club. Provision of work clothing, transportation assistance, bagged lunches is possible as well as referrals to other services and supports. Employment-ready clients are provided supports to gain permanent, long-term employment.

Boyle Street Community Services

Water Wings Employment Readiness Program

Address: 10116-105 Avenue, Edmonton, AB T5H 0K2

Phone: 780-424-4106

Program Description:

The program provides multi-barriered clients, aged 18+, access to Career and Employment Information Services (CEIS) to understand the labour market, develop realistic employment, education and training plans, and to prepare for, find and maintain work. Services include an access to the CEIS resource center.

Bredin Centre for Learning

Career, Employment & Information Services & Job Placement for Rural West

Address: Main Floor, Westgrove Professional Building, 131-1st Avenue, Spruce Grove, Alberta T7X 3C7

Email: bredin@bredin.ca

Phone: 780-960-4861

Website: bredin.ca

Program Description:

This program provides Albertans with access to Career and Employment Information Services (CEIS) and a Labour Market Resource Centre. Individuals can update résumés & cover letters, develop basic computer skills and access employment preparation. There are 12-week job placement and supported job search services, exposure courses, as well as specialized workshops for youth and older workers. CEIS and job placement services are available to Albertans in rural areas west of Edmonton.

Bredin Centre for Learning

Centre for Skilled and Internationally Trained Professional Immigrants

Address: CN Tower 5th/10th floor, 10004-104 Street, Edmonton, AB T5J 0K1

Email: bredin@bredin.ca

Phone: 780-960-4861

Website: bredin.ca

Program Description:

This program provides resources (i.e. licensure/study groups) and supports to help internationally educated professional immigrants secure employment directly related to their field of study.

Candora Society of Edmonton

Pre-Employment Program

Address: 262 Riverview Crossing (formerly Abbottsfield Mall), 3210-118 Avenue, Edmonton, AB T5W 4W1

Email: info@candorasociety.com

Phone: 780-474-5011

Program Description:

This program provides a part-time, community-based initiative that helps women acquire and integrate personal management skills by providing employability sessions, paid and unpaid work experience, basic computer skills, EAL (English as an Alternate Language), literacy, and short training courses. Candidates must be female and willing to enter the workforce

Edmonton Mennonite Centre for Newcomers (EMCN)

Job Ready Program

Address: 10170-112 Street (Head Office) Edmonton, AB, T5K 2L6

Email: info@emcn.ab.ca

Website: www.emcn.ab.ca

Program Description:

This program provides immigrants with Career and Employment Information Services (CEIS) and Job Placement services to help them gain employment in Alberta. All clients have access to a Resource Centre at each of

EMCN's primary location to obtain updated labour market information, self-help tools, informational and instructional videos, and access computers, as well as printing, scanning and faxing services. Clients participating in the 12-week Job Placement also have access to job placement facilitated training, career and employment counselling, career coaching, a job search club and employer referrals. Workshops are provided to help with work search, career planning and personal life management. This program has a continuous intake.

Lives in Transition Inc. (LIT)

Address: Beatty Lofts, #111, 10265-107 Street, Edmonton, AB T5J 0B3

Email: gethelp@litinc.ca

Phone: 780-496-9224

Website: litinc.ca

Program Description:

This program assists women residing in the Edmonton Area and experiencing barriers to employment as a result of domestic violence. This 28-week program has three main components: understanding of family violence, life management skills, and employability skills and work life balance. Clients have access to on-site counselling services, workshops, community presentations and training opportunities such as Triple-P Parenting and financial empowerment. This program has a continuous intake process with a program starting every seven weeks.

PROJECT SEVFIN Inc.

P7

Address: Beatty Lofts, #111, 10265-107 Street, Edmonton, AB T5J 0B3

Email: info@projectsevfin.com

Phone: 587-414-6457

Website: projectsevfin.com

Program Description:

This program assists individuals aged 18+ residing in the Edmonton area who have been involved in the sex trade or have been sexually exploited. The goal is to increase employability skills and transition to employment or further education or training. This 28-week program has three main components: understanding of sexual exploitation, life management skills, and career and employability skills and academic refresher. Clients have access to on-site counselling, workshops, community presentations and training such as computer training, Triple-P Parenting and financial empowerment. This program has a continuous intake process with a program starting every seven weeks.

MCG CAREERS INC.

Career and Employment Centre for Rural East

Address: 9902-93rd Street, Fort Saskatchewan, AB T8L 4K8

Email: fortsask@mccareers.com

Phone: 780-448-1380

Secondary Locations:

Sherwood Park - Strathcona County Library
Leduc – 2 Alexandra Park

Itinerant Locations (based on need and by appointment):

Beaumont - Town of Beaumont Library
Calmar - Calmar Public Library
Devon - Devon Public Library
Redwater - Public Library

Program Description:

This program provides Albertans in Fort Saskatchewan and surrounding rural areas east of Edmonton with career and employment information services as well as job placement services for obtaining and maintaining employment. Service components include a career employment centre in Ft. Saskatchewan, job placement services, and workshops on job search, résumé/interview, education/career planning, personal life management, workplace safety/employment standards, short courses and related supports.

Many of these services are also available at secondary locations in Sherwood Park and Leduc as well as itinerant locations in Calmar, Devon, Red Water and Beaumont on an as-needed basis.

Norwood Child & Family Resource Centre Financial Literacy Program

Address: 9516-114 Avenue, Edmonton, AB T5G 0K7

Phone: 780-471-3737

Website: www.norwoodcentre.com

Program Description:

This 12-week, part-time financial empowerment program is for low-income women and couples to facilitate long-term financial skill development, assist in acquiring and maintaining assets, which will lead to financial stability and independence. This program provides a matched saving component.

St. Albert Library

St. Albert Career Resource Centre (CRC)

Address: #5 St. Anne Street, St. Albert, AB T8N 3A9

Email: sapl@sapl.ca

Website: www.sapl.ca/services/job-and-career-services.html

Program Description:

The Career Resource Centre (CRC), located in the St. Albert Public Library, provides resources and information to support the employment, career and educational planning needs of clients residing in St. Albert and surrounding areas. The CRC provides equipment and assistance with using computers for résumé development, cover letters and job search, as well as access to employment workshops and instructor-led online courses.

The Elizabeth Fry Society of Edmonton, Alberta

Work for Women

Address: #900, 10242 105 Street, Edmonton, AB, T5J 3L5

Email: director@efryedmonton.ab.ca

Phone: 780-421-1175

Program Description:

This program provides employment and training information and support to women in the community who are in conflict with the law to assist them with obtaining mainstream employment and avoiding recidivism. The program includes opportunities to learn new skills: résumé writing, job search and interview skills, and training through workshops and one-on-one. Services are delivered at the Elizabeth Fry facility, women's institutions and halfway houses. This program has a continuous intake.

Wecan Cooperative for Community & Economic Development

Address: 248 Riverview Crossing (formerly Abbottsfield Mall), 3210-118 Avenue, Edmonton, AB T5W 4W1

Email: wecanco-op@shaw.ca

Phone: 780-479-5443

Website: www.wecancooperative.ca

Program Description:

Wecan provides access to Career and Employment Information Services (CEIS) and a fully equipped Employment Resource Centre where clients can access labour market and career information, occupational profiles, job postings, as well as computer, printing and faxing services. Assistance with completing online applications and access to an on-site Commissioner of Oaths and Notary Public is also available. Clients will have access to three different levels of service according to their needs.

Self-Directed Services: clients requiring minimal assistance will be able to independently access information at the Resource Centre.

Guided Assistance Services: clients requiring additional support will meet with an employment counsellor to clarify their needs, goals and steps required to achieve those goals.

Comprehensive Services: clients requiring more in-depth support will meet with an employment counsellor to clarify their needs, goals and employment readiness, and they will receive other services such as targeted résumés and cover letters, career planning, interview preparation, exposure courses, etc.