



The News You Can Use
Employment Journey
 On Prince Edward Island



Tourism jobs available across PEI for 2023

Tourism Job fairs were held in April in Charlottetown and the North Shore which matched job seekers with employers.

“The Charlottetown Job Fair was our most successful Job Fair to date with just over 40 businesses looking to fill 1,000 positions, and over 630 attendees visiting,” says **Corryn Clemence**, Chief Executive Officer, **Tourism Industry Association of PEI (TIAPEI)**.

“Our members are gearing up for a very busy season, so we are extremely pleased to see the interest in working in tourism, but we know there are still positions to be filled. This is a great time for anyone to consider a career in tourism! It is a dynamic, exciting and growing industry here on PEI and across the world!”

For a list of tourism jobs across PEI, visit www.choosetourism.ca/job-board/

The Employment Journey spoke with the following three businesses that depend on tourism and are looking to hire:



From left, Gaylene Colborne, Human Resources Coordinator with NFL, and Kelly Scott, Customer Service Representative with NFL at the Tourism Job Fair.

Northumberland Ferries Limited and Bay Ferries Limited: hiring needs for 2023

by Gloria Welton

Northumberland Ferries Limited (NFL) crosses between Wood Islands, PEI and Caribou, Nova Scotia. The ferry service operates from May to December with two vessels.

Bay Ferries Limited (BFL) sails from Saint John, New Brunswick to Digby, Nova Scotia year-round, and from Yarmouth, Nova Scotia to Bar Harbor, Maine, seasonally.

“At NFL, we are looking for people to fill casual entry-level positions, which are customer service focused,” says **Gaylene Colborne**, Human Resources Coordinator for both ferry services.

“Employees in these roles perform duties including cleaning, interacting with passengers, serving food, and working in the toll booth.”

Gaylene says they look for people who have great customer service skills and abilities. “We look for people who may have experience with custodial work and are very friendly. Being bilingual is a great asset but not mandatory.

“The work season for these jobs begins in the later part of June and ends around Labour Day weekend, depending upon the need.”

All jobs are posted at <https://ferries.easyapply.co/>



Christopher Francis, one of the Owners of Receiver Coffee Company.

Receiver Coffee Company is hiring for four locations

by Heidi Riley

Receiver Coffee Company roasts its own coffee and sells specialty coffees, teas and baked goods, as well as breakfast and lunch menu items.

The three locations in Charlottetown are open year-round, and there is also a seasonal location on the Cavendish Boardwalk.

“There are about 35 employees, and that number will double in the summer,” says **Christopher Francis**, one of the Owners.

“We are hiring for positions in the Kitchen, Bakery, and Front of House, as well as Servers and Baristas.

“We look for energetic team players who want to work mostly full-time. We need people who are passionate about creating quality products, and who deliver a level of service that matches that quality.

“Other assets include great communication skills, hard-working, problem-solving abilities, and taking pride in their work.”

To apply, email sales@receivercoffee.com or drop off a resumé at one of the locations. Visit www.receivercoffee.com or check Facebook.



From left, Colleen Price, Recruitment Systems Administrator, and Mari Chu, Customer Service Agent at the Charlottetown airport.

Jazz Aviation offers part-time jobs in Charlottetown

by Heidi Riley

Jazz Aviation provides regional air service for customers of Air Canada and operates under the banner of Air Canada Express. Headquartered in Halifax, there are about 4,500 employees across the country. The main hubs are in Halifax, Montreal, Toronto, Calgary, and Vancouver.

“In Charlottetown, we hire Customer Service Agents (CSA) who work at the counter at the Charlottetown Airport,” says **Colleen Price**, Recruitment Systems Administrator. “This is a permanent part-time position. Duties include talking with customers, helping them check in, tagging their bags, making sure people follow federal safety regulations and making sure they are going to the right destination. Much of the work is done on the computer.

“This position is classified as part-time, but it can include up to 40 hours a week. More shifts are usually available in the summer. It is a unionized position. Currently, shifts cover from 3 am to 1 am and can vary in length.

“We look for people who are friendly, personable, able to communicate with people, and are fast thinkers. The ability to speak French is an asset, but not a requirement.

“CSA staff start at \$16.65 an hour. Part-time and full-time employees are eligible for health, dental, and life insurance benefits. All employees have access to travel benefits across the Air Canada network within the first week of starting their job with Jazz.”

To apply, visit www.flyjazz.ca/careers. Create a profile and apply online.

For the complete articles, visit www.employmentjourney.com and search the article titles.

Advancing Careers and Connections for newcomers and post-secondary graduates

by Gloria Welton



Nicole Bellefleur, Director, PEI Connectors. Submitted photo.

Recently, newcomers to Canada and post-secondary graduates gathered at a **PEI Connectors** networking event to connect with local employers.

PEI Connectors helps newcomer entrepreneurs succeed in business on PEI and helps job seekers who are professionally trained interprovincial and international newcomers, as well as recent domestic and international post-secondary graduates, develop professional networks that connect them to the local labour market.

The program offers one-on-one support, education, and networking assistance. It is an initiative of the Greater Charlottetown Area Chamber of Commerce, and the services are available to eligible clients across the Island.

PEI Connectors offers services at no cost in English, French, Mandarin, Cantonese, Spanish, and Persian.

"In the last year, we served over 700 job seekers and entrepreneurs," says **Nicole Bellefleur**, Director. "Because of the success and the demand, we are thinking about bringing networking events to the eastern and western ends of the province and inviting local employers."

For more information about **PEI Connectors** and their networking events, email peiconnectors@charlottetownchamber.com



Visit www.peiconnectors.ca

For the complete article, visit www.employmentjourney.com and search the article title.

Funded through Immigration Refugees and Citizenship Canada, ACOA, City of Summerside, and the province through Island Development Investment Inc. and Department of Workforce, Advanced Learning and Population.

SEKISUI Diagnostics PEI: hiring process

by Gloria Welton

SEKISUI Diagnostics PEI Inc. in Charlottetown is a leader in the development, manufacturing, and supply of innovative clinical chemical reagents and systems in the global in vitro diagnostics industry.

Their broad line of reagents includes cardiovascular, diabetes, liver, renal, and specialty assays. Their enzymes and specialty biochemicals foster the development and delivery of quality products for laboratory and research environments. "Our testing kits are found in doctor's offices and hospitals here on PEI and across the world," says **Adella Henderson**, HR Business Partner.

Currently, there are 192 full-time year-round staff, as well as a few temporary employees.

Hiring needs

"At present, we do not currently have any postings open; however, that changes at a moment's notice," says Adella.

Positions throughout the expanding facility in the West Royalty Business Park vary from:

- entry-level and succession roles in Packaging
- formulating reagents in Production
- researching, developing, and testing in Research & Development and in Quality Control
- ensuring compliance and customer satisfaction in Quality Assurance, in Quality Compliance, and in Regulatory
- obtaining raw materials and supplies in Purchasing, as well as tracking and shipping products globally in Shipping/Receiving and in Trade/Logistics
- maintaining equipment operations in Facilities.

Adella says they require employees with a wide variety of backgrounds to fill labour, administrative, supervisory and management roles within various departments.

How to apply

For a list of open positions, visit www.sekisuidiagnostics.com and click **Careers**. Apply and submit your resumé through the website.



For the complete article, visit www.employmentjourney.com and search the article title.



Shaunak Mistry, Senior HR Administrator, and Adella Henderson, HR Business Partner. "Shaunak joined the team in 2022," says Adella. "Together with Chantal Brassard, Senior HR Manager, the Charlottetown HR Department oversees recruiting, employee relations and professional development on site while collaborating with our global sites."

Hiring is ongoing at CIBC

by Gloria Welton

CIBC has six branches across PEI with about 50 staff in total. **Kelly Whitbourn**, Community General Manager, says most of the bank's recruitment is for Customer Service Representatives, which are front-line entry-level positions.

"We have also advertised positions for Financial Services Representative, as well as Associate Financial Advisor, Financial Advisor, and leadership positions.

"The career possibilities in banking include legal, IT, administration teams, and more. Cybersecurity is becoming more and more of a need, so the IT team is growing."

To apply, upload your resumé at the CIBC career page online, where you can also hunt for jobs with CIBC across the country. You can also sign up to be alerted when jobs matching your criteria come up.

"We get up to 150 applicants for each position posted for PEI. Coming into a branch with your resumé and talking with the manager is a good way to stand out so we can put a face to a name."

For more information about **CIBC**, contact **Kelly Whitbourn** at kelly.whitbourn@cibc.com

Visit www.cibc.com/en/about-cibc/careers.html

For the complete article, visit www.employmentjourney.com and search the article title.



Kelly Whitbourn, CIBC. Submitted photo.

New BioVectra facility is under construction and hiring continues

by Gloria Welton

BioVectra is a contract manufacturing company that makes active pharmaceutical ingredients and drug products. The company has been in operation for about 50 years. There are three manufacturing facilities in Charlottetown and one in Windsor, Nova Scotia.

"We are happy to say that our new manufacturing facility is under construction," says **Trevor Morash**, Human Resources Generalist.

The new 30,000-square-foot building will be able to produce 160 million doses of an mRNA vaccine and up to 70 million prepared and packaged fill finish doses for commercial distribution annually.

The company has more than 570 employees.

Hiring needs

"We have job openings in all the departments that are required to support manufacturing, from finance to human resources, quality control, quality assurance, engineering, maintenance, and production technology," says Trevor.

"We value all sorts of experience, training, and education. People may be intimidated by the bioscience aspect of the business, and some positions do require a science background, but it is not necessarily a requirement for all positions.

"If we are looking for someone with a specific skill or type of education, it can sometimes be a bit difficult to convince them to move to PEI, but generally speaking we are happy with the talent available on PEI.

"It is best to apply through the website, so that hiring managers and human resources people can see all the applications."

For a list of job opportunities, visit www.biovectra.com/ and click **Join Our Team**.



Stephanie Steele, Senior QA Validation Associate, and Trevor Morash, Human Resources Generalist.

Action Aero looks to hire more Technicians

by Heidi Riley

Action Aero Inc. in Charlottetown specializes in the overhaul and repair of fuel, oil, and air-related engine accessories.

There are currently 60 employees. Most are Overhaul and Repair Technicians, and they also employ Shippers/Receivers, Store Clerks, Customer Service Agents, and a full Quality Control department.

"We are actively looking for more Overhaul and Repair Technicians to work on engine components," says **Johnathan Doiron**, CFO.

Technicians do not require specific formal education or experience, and the company does all the training and certifying in-house.

The company also hires individuals from the Holland College Aircraft Turbine Technician program who do on-the-job training at the Action Aero facility.

Wages for Technicians are \$17 to \$25 per hour, depending on experience and education. Benefits include a group insurance plan and group retirement plan. The company contributes four percent of the employee's wages to the retirement plan. Personal time off and gym memberships are offered as well.

To apply for a position at **Action Aero Inc.**, visit www.actionaero.com or send a resumé to hr@actionaero.com

For the complete article, visit www.employmentjourney.com and search the article title.



From left, Dawn Bradley, Human Resources Manager, and Ian Curtis, Operations Leader, Action Aero, Charlottetown.

Employment opportunities at Scotiabank

by Heidi Riley

At a recent Job and Career Fair hosted by UPEI's Experiential Education department, **Luke Fury**, Recruiter for **Scotiabank**, said the bank has both part-time and full-time opportunities available for students.



Service roles help customers with their day-to-day banking. "This is a great opportunity for post-secondary students looking for a part-time role before growing into other roles down the road," says Luke.

Advisory roles build relationships and help customers with financial planning. Advisors are able to connect with people in a relatable way, discovering customers' needs and matching them with the bank's products and services to help them reach their goals. It is an asset to have a financial background, but it is not necessary.

"At Scotiabank, we see your potential and help you grow your skills to other roles in the future," says Luke. "If you don't check all the boxes in the job description, don't be afraid to apply anyway."

For a list of job openings at **Scotiabank**, visit <https://jobs.scotiabank.com>

For the complete article, visit www.employmentjourney.com and search the article title.

A great variety of careers available within the Armed Forces and Canadian Coast Guard

by Stella Shepard

Recently, **PEI Career Development Services (CDS)** hosted drop-in sessions that provided employment and career information about careers in the **Canadian Coast Guard, Canadian Army Primary Reserve, and Canadian Armed Forces.**



CDS offers Island-wide assistance to job seekers and career changers. The professional staff at CDS are up to date on labour market trends and current job opportunities and are readily available to pass this information on to those making employment plans.

To get all the details of some careers available with the federal government, visit www.employmentjourney.com and search for the following:

- **The Canadian Coast Guard**
- **The Canadian Coast Guard College**
- **PEI Army Primary Reserve**
- **Canadian Armed Forces**

To connect with **CDS**, contact a location near you:

Montague | **902-838-5453**

Souris | **902-687-1526**

Charlottetown | **902-626-2014**

Summerside | **902-436-0706**

O'Leary | **902-859-2776**

Visit www.cdspei.ca



MAY 2023
SESSIONS FOR JOB SEEKERS

RESUME BUILDING
• Tues, May 16th, 1 - 2pm

NETWORKING: How to Connect!
• Tues, May 30th, 1 - 2pm



Presented by:
CDS Career Development Practitioners

FREE, VIRTUAL SESSIONS

Register for one or all sessions: admin@cdspei.ca

Hiring at the Provincial Credit Union

by Heidi Riley

Provincial Credit Union is the largest credit union in Atlantic Canada, with 190 employees in 10 branch locations across PEI.



PROVINCIAL

Career opportunities include a variety of management, administrative, member-facing, and specialized roles across departments and branches at Provincial Credit Union, such as Member Services Representative, Financial Services Officer, and Account Manager.

"We look for candidates with demonstrated experience and eagerness to deliver exceptional member experience who possess strong organizational skills and attention to detail," says **Linda McGibbon**, Chief Human Resources Officer with Provincial Credit Union.

The **PCU Intern Program** offers recent graduates a one-year paid internship through a multi-department rotation with the opportunity of a full-time role after completion.

There is also an **Emerging Leaders Program**. "One-third of our staff is nearing retirement within five to 10 years," says Linda. "There have been and will be great opportunities for career advancement."

"We offer flexible work arrangements and opportunities to work from home, depending on the position and business needs. We also offer tuition reimbursement and training and career progression opportunities."

For more information, visit www.provincialcu.com or email hr@provincialcu.com

For the complete article, visit www.employmentjourney.com and search the article title.

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PEI Home Show featured many residential construction companies looking for staff

by Heidi Riley

At the **PEI Home Show**, many Island businesses offering building, renovation, and landscaping services were on hand to talk to potential customers. Many of those companies were also looking for skilled labourers, carpenters, and other staff at a time when there is a shortage of skilled tradespeople.

The Employment Journey spoke to three companies and asked about their services and their hiring needs.



Melissa and Jeff McCarthy, Magnum PEI Property Management.

Magnum PEI: Property management company is growing

Jeff and Melissa McCarthy and their four children moved from Ontario to PEI in 2021.

They opened a company called **Magnum PEI**, specializing in property management, seasonal homeowner site wellness checks, deck and fence repairs, and interior repairs and maintenance. They also manage a couple of apartment buildings.

"We knew there was value in a company that offers property management for people from away," says Jeff. "As well, the effect of hurricane Fiona opened up new construction work with fences and decks."

The company started with Jeff working on his own, and this year, Jeff will be joined by his wife **Melissa** and **Jacob** and **Olivia Jantzen**. Jeff does the coordinating and construction and looks after the business. Jacob is the construction foreman.

Melissa will look after cleaning short-term rental properties and homes for sale, and Olivia will help her. They have also hired one more person to help wherever needed.

"I believe we will be hiring someone else this year, because we have a lot of work," says Jeff. "In Ontario I had 10 employees, and I will be comfortable growing to that size on PEI in the next few years."

Jeff is looking for people who can think ahead to the next step of a project, or who have developed a good work ethic from working in a family business.

"Magnum PEI wants people who care about the job, have the ability to learn, are kind and friendly to our customers, and are good communicators.

"There is a ton of work available on PEI in the trades, including roofing, HVAC, electrical, plumbing, and more – and it is a great place to be."

For more information, call **902-394-4962** or email magnumpei2021@gmail.com



Visit www.magnum-pei.ca

For the full article, visit www.employmentjourney.com and search the article title.



Brett O'Halloran, Shoreline Construction, and Shelby Thorne, Thornehouse Design.

Design firm and construction company join forces

Thornehouse Design Owners **Shelby** and **Nathan Thorne** work in collaboration with **Brett O'Halloran** and wife **Emily**, Owners of **Shoreline Construction**, to design and build new houses and renovation projects.

Shoreline Construction has been in business for five years. Located in Cornwall, the company works on projects Island-wide. There are eight employees, all Carpenters and Carpenter/Labourers who work full-time year-round.

Brett says there is a huge demand for more residential construction contractors. "Most are booking two or three years into the future."

Hiring needs

"We are always looking to hire more skilled Labourers and experienced Carpenters, but they are hard to find," says Brett.

"Hiring people with their Red Seal would be ideal, but we are happy to take on people who are willing to learn."

For more information and to apply, find **Shoreline Construction** on Facebook, and send a message.



Changing careers from healthcare to home design

Shelby Thorne provides the design project management, and then full execution is done by Shoreline Construction. Shelby began her career as a Registered Nurse and decided to follow her passion for design and changed careers. "I have no formal training in design, but I just had this design itch that needed to be scratched," says Shelby.

"I worked part-time as an RN and took on one design client, which turned into more. Now, three and a half years later, I am doing this full-time, and my husband Nathan has joined me full-time."

Nathan is a Red Seal Heavy Duty Mechanic and helps Shoreline Construction implement Shelby's designs.

"Working for yourself is a huge undertaking. I thought that making a career change would be too risky, but life is too short to not do something you love."

Shelby says there was a steep learning curve as she learned to use computerized design software to be able to communicate with vendors, develop floor plans, and create 3-D renderings of her interior house designs.

"I offer customers a selection of interior finishes, right down to the art on the walls and the pillows on the sofa. When my schedule allows, I also do the styling, which is the assembly and positioning of interior items in the house."

Hiring needs

"**Thornehouse Design** is continuing to expand, and in the future, we would love to hire an Interior Stylist or a Junior Designer," says Shelby. "We would need someone who is teachable and in keeping with our brand and design style. We are building a certain aesthetic, and we want to continue to draw clients who are looking to achieve what we design."

For more information about **Thornehouse Design**, search Facebook.

To apply, email shelby@thornehousedesign.com and search the article title.

For the full article, visit employmentjourney.com and search the article title.



Newcomers open a signature destination tourism business in rural PEI

by Stella Shepard

45 Steps Culinary Beachside Inn, open year-round, is a five-star boutique hotel boasting amazing ocean views from every room and is steps away from an isolated beach that stretches for miles in both directions.

Barbara Hansenbohler, Owner, and life partner, **Thomas Range**, are newcomers to PEI who lived their dream when they opened the luxurious and elegant tourist destination in July of 2022.

Barbara and Thomas both have Master's degrees in business administration and international hospitality management and have years of experience working in various jobs at hotels, restaurants, and related businesses.

"I have hired someone to help Thomas with housekeeping and groundskeeping duties," says Barbara.

"We are looking to hire a Chef to work in a stress-free kitchen with an ocean view. I am willing to train the person in cooking European-style food served to guests only."

Community Business Development Corporation East (CBDC), located at the **Rural Action Centre** on Main Street in Montague, assists in creating small businesses and in expanding and modernizing existing businesses.

CBDC East is staffed by **Martina MacDonald**, Director, **Helen Antle**, CBDC Officer, and **Terri Taylor**, Accounts Officer.

"A staff member from CBDC East visited us and saw the product and the potential, and we were able to access funding through CBDC East to complete the renovations," says Barbara.

Also, the staff at CBDC East suggested Barbara contact the Atlantic Canada Opportunities Agency (ACOA), and she was able to secure further funding.

For more information about **45 Steps Culinary Beachside Inn**, call **902-961-3410** or email info@45stepsinn.ca Visit <https://45stepsinn.ca/en/>

For the full article, visit www.employmentjourney.com and search the article title.

Farmer diversifies into growing hops

by Ruby Arsenault, Employment Coach/Facilitator with the Tignish Employment Resources (ER) Centre

Mark Gaudet grows potatoes and raises dairy cattle at his family farm located on the Western Road just outside Tignish.

In 2018, after much research and support from other growers, he started **Prince Edward Hop Farms**. The hops were harvested and sold to a few local Island breweries.

"Today, my hop farm has grown into a one-acre property. Thankfully I have the support of some amazing friends and family members who assist me with the fall harvest and drying process.

"After last year's season, I began to think about other ways to use the hops for income," says Mark. "So, I started a line of soaps, using essential oils made from hops.

"I contacted **SkillsPEI** to access their **Self Employ PEI** program which allows me to draw EI for up to a year while I work to grow the soap business."

Self Employ PEI is an employment benefit program developed to help unemployed Islanders who want to launch their own businesses. The program provides financial support and business counselling to new entrepreneurs during their first year of operation.

For more information, contact **Mark Gaudet** at **902-237-6407**. Drop in on location at 42091 Western Road, Tignish PEI.

Search **Prince Edward Hop Farms** on Facebook.

For the complete article, visit www.employmentjourney.com and search the article title.



Thomas Range and Barbara Hansenbohler in front of their business, 45 Steps Culinary Beachside Inn, located near Goose River in rural Eastern Kings County. Submitted photo.

Physiotherapist makes the move to open her own clinic

by Ruby Arsenault, Employment Coach/Facilitator with the Tignish Employment Resources (ER)

A new physiotherapy clinic has opened at the Tignish Cooperative Health Centre. Physiotherapist **Jennifer Bursey-Knox**, Owner of **VitalBalance Physio**, is very excited about the newly renovated space in the former dental clinic.

Jennifer completed a Bachelor of Science in Nutrition at UPEI and then earned a MSc Physiotherapy degree from Dalhousie University.

"I am the only Physiotherapist at the clinic for now," says Jennifer. "But as the demand and knowledge about the clinic grows, there may be a need for another Physiotherapist in the future."

VitalBalance Physio offers initial physiotherapy assessment and follow-up appointments for the treatment of various musculoskeletal, neurological and cardiovascular conditions.

"I also have an interest in women's pelvic health, which is a highly neglected service in this region."

For more information, call **855-206-3186** or visit vitalbalancephysio.janeapp.com

For the complete article, visit www.employmentjourney.com and search the article title.

VIT△LBALANCE
PHYSIO



Jennifer Bursey-Knox recently opened VitalBalance Physio.

Hiring at the City of Charlottetown

by Heidi Riley

The **City of Charlottetown** employs over 1,000 people. Public Works is the department with the most staff, with 200 to 225 people employed at one time, depending on the season. "That number is now increasing with the need for grass cutting and other seasonal work," says **Autumn Evans**, Recruitment Coordinator.

In the winter, seasonal positions include the sidewalk crew and plow operators, and in the summer, there is seasonal work for parks maintenance, grass cutting, and arena maintenance.

In the summer, they also hire for several student positions, including Parks Maintenance and Parks and Recreation programming.

Jobs hardest to fill

"We are currently recruiting for Planners, Heavy Duty Mechanics, Administrative Assistants, and Communications positions.

"Crossing Guards are always a bit harder to recruit for because they work a split shift between morning, sometimes at lunch time, and then in the afternoon. The position runs with the school year, from September to June."

"There will be plenty of jobs posted in the near future," says Autumn. Some examples include:

- Police Officers and Firefighters
- Sustainability and Civil Engineers for the Public Works Department
- Administrative Assistant and Reception positions.

How to apply

"If you would like to apply but don't see a job posted that matches your qualifications, I would still encourage you to reach out," says Autumn.

For a list of open positions, visit www.charlottetown.ca and click **Employment** and fill out an online application.

To apply to a specific job, send a resumé and cover letter to jobs@charlottetown.ca

For more information, contact **Autumn Evans** at aevans@charlottetown.ca

Visit **Facebook** and **Instagram**.



Autumn Evans, City of Charlottetown.

Helping Island youth start a career in STEM and skilled trades

by Ethan Paquet

Techsploration offers educational programming to young women in grades nine through 12 to help them explore and understand Science, Technology, Engineering and Math (STEM) fields and skilled trades careers.

The program supports participants by providing them with guidance and mentorship as they explore a wide range of career options in fields where women are often underrepresented.

Last year, Kinkora Regional High School became the first PEI school to participate in the program.

"Techsploration allows our female students to learn about so many jobs they didn't even know existed," says **Jessica McCarthy**, School Counsellor, who organized the program at the school.

Participating students undergo an intensive educational component before being paired with a mentor who provides them with insight into careers in STEM and the skilled trades.

PEI students and schools interested in participating in **Techsploration** are encouraged to reach out to **Margaret Davidson**, Program Manager, at margaret.davidson@techsploration.ca

For more information, visit www.techsploration.ca

For the complete article, visit www.employmentjourney.com and search the article title.

Techsploration PEI has been made possible in partnership with the PEI Business Women's Association and with funding support from the Atlantic Canada Opportunities Agency.



The Kinkora Techsploration class. Submitted photo.

Volunteer opportunities with ParaSport and Recreation PEI

by Gloria Welton

ParaSport and Recreation PEI provides recreation and sport opportunities for individuals with a physical disability.

"On PEI, our main goal is to increase participation in physical activities for people with a physical disability, advocate for sport accessibility, and provide access to adaptive equipment," says **Vivian Nguyen**, Program Coordinator.

ParaSport and Recreation PEI is looking for volunteers to fill the following positions:

- ParaFit Assistant Instructors – positions available immediately until the end of May
- Boccia Program Volunteer – positions available from April to June
- Para Cycling Pilot - positions available from June to September

"Volunteers don't need a lot of experience with the sport or with working with people with disabilities," says Vivian. "We will provide the necessary training."

Some other volunteer positions that are offered throughout the year include Coach, Manager, Program Aid/Support, and Event Volunteer.

For more information, call **902-368-4540** or email info@parasportpei.ca

Visit www.parasportpei.ca

For the complete article, visit www.employmentjourney.com and search the article title.



Mark Arendz, Paralympic ski champion, and Vivian Nguyen, Program Coordinator, ParaSport and Recreation PEI. Submitted photo.

Watershed groups across the Island look for volunteers and paid staff

by Gloria Welton

PEI Watershed Alliance helps the 24 community-based watershed groups across the Island recruit volunteers and hire for paid seasonal or year-round job opportunities.

"It is very important how watersheds are maintained, because that is the water we drink," says **Heather Laiskonis**, Executive Director.

"Volunteers do a lot of stream cleaning to make a better environment for fish and groundwater. We do education and outreach, such as hosting events and going to schools and various organizations across the Island. We also plant trees and shrubs in spring and fall."

Heather says there are paid full-time year-round and seasonal positions available. "Many watershed groups look to hire college and university students, who are available to start in May."

"We may have some positions for recent graduates who can work longer terms, and/or positions for high school students, pending the outcome of specific grant applications."

For more information, contact **Heather Laiskonis** at allianceexecutivedirector@gmail.com

Visit www.peiwatershedalliance.org

For the complete article, visit www.employmentjourney.com and search the article title.



Staff and volunteers work with a watershed group. Photo courtesy of Southeast Environmental Association

Youth learn about leadership, career choices, and making a difference

by Gloria Welton

Katimavik's two programs are fully immersive and require a full-time commitment.

Katimavik's National Experience program includes 22 weeks of volunteering, experiential learning, and discovery in two provinces, including one Francophone and one Anglophone province if possible. It is open to youth aged 17 to 25 years old.

The **FuturePerfect program** offers young Canadians a way into the workforce and gives them an opportunity to try out different employment sectors in different parts of the country.

During this 12-week program, participants relocate to another community in Canada for a fully-paid work position in a field related to their education or their interests.

For more information, contact **Marissa Ireland** at recruitment@katimavik.org

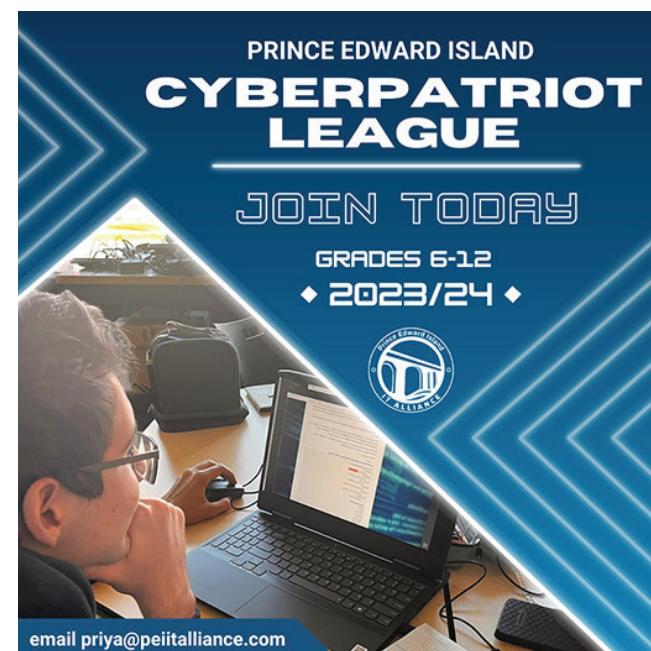
Visit www.katimavik.org

For the complete article, visit www.employmentjourney.com and search the article title.

The **PEI IT Alliance** is offering a spring and summer Cybersecurity Program for middle and high school students that creates and enters teams into the CyberPatriot National Youth Cyber Defense Competition. The Cybersecurity program starts in May and June.

For more information, contact **Priya Jain** at priya@peiitalliance.com

Visit www.peiitalliance.com



Training offered to PEI employers on workplace sexual harassment awareness & prevention

by Stacy Dunn

The PEI Human Rights Commission's **SHIFT Project** raises awareness of the cause, impact, and prevention of sexual harassment in the workplace.

Project Manager Sarah Denman-Wood travels around the Island speaking to youth, employees, employers, and industry associations on such topics as bystander intervention.

SHIFT offers free training and resources such as the Management Alert Program for service-based industries, which is designed to deal quickly and efficiently with harassing customers and keep staff safe.

"SHIFT explains how to recognize, address, and prevent sexual harassment in the workplace, so it hopefully doesn't happen again.

"RISE is a project of Community Legal Information, a partner organization of the PEI Human Rights Commission. RISE focuses on the legal options of reporting and can provide legal advice when sexual harassment happens.

"Workplace sexual harassment affects people mentally and also has a lot of physical repercussions, and the training helps you recognize when someone needs help."

For more information, call 902-368-4180 or email sdenmanwood@peihumanrights.ca

Visit www.MakeltYourBusinessPEI.ca and www.peihumanrights.ca

For the complete article, visit www.employmentjourney.com and search the article title.

The SHIFT Project is an initiative of the PEI Human Rights Commission, with funding from the Department of Justice, Canada.



Sarah Denman-Wood, Project Manager, PEI Human Rights Commission's SHIFT Project. Submitted photo.

BDO Canada by Heidi Riley

BDO Canada LLP provides assurance, accounting, tax, and advisory services to clients across the country.

They hire students studying in an accounting concentration or related field of study such as mathematics, business, or finance who have experience and/or relevant transferable skills and are passionate about pursuing a career in accounting. They also hire international students who have valid work permits.

"We have open roles for the 2023 graduates across Canada, notably in our Charlottetown and Summerside PEI offices," says **Nicole Laporte**, Manager at BDO in Charlottetown. "Most roles are full-time. Co-op/intern roles for students are also offered, which run from May to September.

BDO is looking to hire students in the following positions:

- Co-op or Intern, Financial Reporting & Insights
- Co-op or Intern, Canadian Tax Services
- Junior Associate, Financial Reporting & Insights
- Junior Accountant, Canadian Tax Services

In addition, BDO is also looking to fill Manager and Senior Manager positions.

Employees taking the CPA (Chartered Professional Accountant) program are provided mentorship in preparation for the exam through mentors. Those who wish to enter the CPA program ideally would have a business degree with a specialization in accounting.

Current openings are posted on the **BDO Careers** web page. For more information, visit www.bdo.ca

For the complete article, visit www.employmentjourney.com and search the article title.



Food Manufacturing Fundamentals training at Holland College

by Ruby Arsenault, Employment Coach/Facilitator with the Tignish Employment Resources (ER) Centre

Holland College Customized Training is offering a new training microcredential called **Food Manufacturing Fundamentals**.

The training includes three weeks of in-person classroom time in Charlottetown and three weeks of full-time on-the-job training on location with an industry employer.

"This program will help train and fill vacancies in the food processing and packaging industries, which have faced skilled labour shortages over the past year," says **Marloes van der Leeuw**, Holland College, Industry Liaison Officer, PEI Workforce Innovation Partnership (PEIWIP).

The first cohort will start May 1, and the second training date will be held prior to March 2024. The training is offered at no cost to the participant.

"This microcredential will provide unemployed, underemployed, and those new to manufacturing more employability skills and opportunities to secure long-term employment in this sector.

"The training will support learners in the transition to employment and into the workplace. A learning stipend is available to support eligible participants over the six weeks of training."

For more information, visit www.hollandcollege.com and search **Food Manufacturing Fundamentals**.

Contact **Holland College Customized Training** at 902-566-9372.

For the complete article, visit www.employmentjourney.com and search the article title.



Township Chevrolet Buick GMC by Heidi Riley

Township Chevrolet Buick GMC in Summerside says happy employees make happy customers, and every employee is absolutely critical to its success.



They offer a full line of quality new and used Buick, Chevrolet and GMC vehicles, plus everything from parts and service to financing.

There are 55 staff members in departments such as Management, Parts, Service, Detailing, Finance, Accounting, Marketing, and Sales.

The company is currently looking to hire Management in Training positions and a full-time Automotive Sales/Product Specialist.

Jobs posted lately include:

- Automotive Sales/Product Specialist
- Service Advisor
- Customer Care Specialist-Sales
- Diagnostic Technician
- Sales Manager
- Detailing Specialist
- MVI (Motor Vehicle Inspection) Technician

"Since starting my employment here in 2016, I have been able to work my way up to my present position," says **Marlee Rae**, Payroll Administration and Human Resources. "When I started working here, I was welcomed by incredible staff. I was taught so much every step along the way, and I was able to reach my career goals."

Job applicants first complete an online survey. During the in-person interview, questions explore goals, aspirations, skill sets, and personality. "We look for honest genuine answers.

"We offer healthcare, dental, and life insurance benefits after six months with the company. At the two-year mark, staff are eligible for RRSP contributions. Employee discounts are also offered."

To learn more about these opportunities, visit www.jointownship.com or check **Facebook**, **Instagram**, or **LinkedIn**

2023 employment opportunities across PEI in aquaculture & fisheries

by Stella Shepard

PEI's aquaculture and fisheries industries offer job opportunities in many communities across PEI, and they are looking to hire people for a variety of roles.

Most jobs at seafood processing plants start in April or May, but most aquaculture plants are open year-round. Apply as soon as possible!

The *Employment Journey on PEI* contacted several industry employers across the Island.

The following employers are hiring and provided contact information:

Acadian Supreme Inc.

8323 Route 11, Wellington
Phone: 902-854-2675 Ext 223
Fax: 902-854-2140
Contact: Lynn Rayner, Operations Manager
info@acadiansupreme.com

Atlantic Aqua Farms Ltd.

10 Borden Ave, Borden-Carleton
Contact: Melanie Waite
melanie.waite@atlanticaquafarms.com
Phone: 902-437-2700
www.atlanticaquafarms.com

Beach Point Processing Company

75 Wharf Lane, Beach Point, Murray Harbour
Phone: 902-962-4340 / 902-962-2030
Fax: 902-962-3917
Contact: Donna Penny, HR
donna@beachpoint.ca
www.beachpointprocessing.com
**A free bus service for employees runs daily from Montague to Beach Point*

Belle River Enterprises Ltd.

12 Waterview Lane, Belle River
Phone: 902-962-2248 / 902-659-2385
Fax: 902-962-4276
Contact: Dean Hancock, Manager
bre@pei.aibn.com

Green Gables Seafood (L. & C. Fisheries Inc.)

96 Jollimore Drive, French River
Contact: Calvin Jollimore, Owner
Phone: 902-886-2770
calvin@greengablesmussels.com

Howard's Cove Shellfish Ltd.

152 Frederick's Cove Road, Eilerslie
Phone: 902-831-2158 / 902-831-2842
Fax: 902.831.2849
Contact: John Lynch or Michelle Sentner
michelle@howardscoveshellfish.ca
www.howardscove.ca

Montague Bay Foods

a division of North Lake Fisheries (2013) Inc.
150 Central Street, Montague
Main: 902-838-3908
Fax: 902-838-5467
hr@northlakefisheries.com
www.northlakefisheries.ca

North Lake Fisheries (2013) Inc.

58 North Lake Harbour Rd., Elmira
Main: 902-357-2572
Fax: 902-357-2386
hr@northlakefisheries.com
www.northlakefisheries.ca

PEI Mussel King

318 Red Head Road, Morell
Phone: 902-961-3300
Fax: 902-961-3366
Contact: Kelly McGrath:
kelly@peimusselking.com
Contact: Esther Dockendorff:
esther@peimusselking.com
www.peimusselking.com

Prince Edward Aqua Farms Inc.

New London
Phone: 902-886-2220
Fax: 902-886-2335
Contact: Heather Tuplin, Human Resources
htuplin@peaqua.com
www.peaqua.com

Raspberry Point Oyster Co.

Charlottetown, New London Bay, Hope River
Phone: 902-963-3278 / 902-393-8308
Fax: 902-566-3407
Contact: James Power, Manager
james@raspberrypoint.com
www.raspberrypoint.com

Royal Star Foods Ltd.

175 Jude's Point Road, Tignish
Phone: 902-882-2050
Fax: 902-882-2846
Contact: Angela Gaudet, Human Resources Manager
jobs@royalstarfoods.com
www.royalstarfoods.com

Seafood 2000 Ltd.

Georgetown
Phone: 902-652-2316
Fax: 902-652-2023
Contact: Jeanne Dobbin, Production Supervisor
Jeanne.sf2000@pei.aibn.com or
ieshia.sf2000@pei.aibn.com
check Facebook

Simpson Aqua Ventures Ltd.

Savage Harbour, PEI
Contact: Jason Simpson, Owner
Phone: 902-393-5750
eatmussels@gmail.com

Summerside Seafood Supreme Inc.

105 Queen's Wharf, Summerside
Contact: Carl Desroches, General Manager
office@sssupreme.ca
Phone: 902-436-9892
Fax: 902-436-2345

For more details, visit
www.employmentjourney.com
and search the article title.

Tips for creating a resumé that employers want to read

by Ethan Paquet

Many employers are now using Applicant Tracking Systems (ATS), which can screen out resúmes before they make it to a hiring manager's inbox.

UPEI Experiential Education recently held a workshop that offered job seekers strategies to make sure their resumé passes through the system and engages employers.

"Employers want to know how your skills and experience make you the right match for the job you are applying for," says Krissi Ewing, Student Advisor.

Krissi advises job seekers to avoid using a resumé template. The ATS might not be able to analyze it properly, so it will be rejected, or the formatting can become mixed up when the employer tries to open it. Instead, she recommends creating a resumé in a Word document and tailoring it to match the job you are applying for.

"Employers would rather read a one-page resumé listing only relevant experience, than three pages where they have to search for what is relevant."

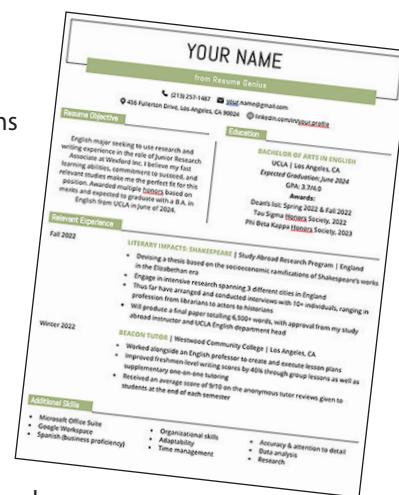
When describing previous work experiences, list your accomplishments rather than the tasks you were assigned.

Krissi says be sure to closely follow what the job listing asks for. "If they say to submit a resumé, cover letter, and references, make sure you submit all three."

"Some students forget to include work placements, projects, or volunteer experiences, which may be just as important as previous work history."

For more information about UPEI Experiential Education, visit www.upei.ca/exed

For the complete article, visit www.employmentjourney.com and search the article title.



CCRW's Employment Services: Making an inclusive workforce

submitted by Samantha Newman, Employment Services

The Canadian Council on Rehabilitation and Work (CCRW) is a national not-for-profit organization that promotes and supports meaningful and equitable employment of persons with disabilities.

CCRW offers services for job seekers, such as the following:

- one-on-one employment goal planning and coaching
- resumé and cover letter support
- interview skills practice
- supportive job search
- enhanced training including workshops
- eLearning, certifications
- access to CCRW's robust Career Management Portal, and more.

CCRW has 17 locations across Canada and also offers virtual and hybrid services for those in remote areas.

CCRW is making waves in Charlottetown, contributing to the rise in the number of persons with disabilities who are employed on PEI by supporting their clients both pre-employment and post-employment. The office is located at 125 Great George Street, 3rd floor, Holman Building, Charlottetown, PEI.

CCRW Employment Services is now recruiting new candidates!

For more information, contact **Samantha Newman** at snewman@ccrw.org or call 902-620-0700.

Visit www.ccrw.org/about-us/employment-services/



CCRW program participant Denver stands beside Madeline, Manager at Sherwood Timber Mart. Denver participated in the Employment Services that are delivered in a group format for youth in Charlottetown and successfully gained employment at Sherwood Timber Mart.

Denver has worked at Sherwood Timber Mart for almost 3 months. He has adapted well to the new environment and has been given all positive feedback from his employer and colleagues. This is Denver's first paid job. Each day he continues to show growth and passion at work.

Submitted photo.