

# EMPLOYER SERVICES

We assist employers in hiring people with the skills they need through the following services:

- Job posting boards
- Job matching and qualification screening
- Hiring Events and Job Fair

Contact: Carmen Zeng  
647-336-4195 or  
[carmen.zeng@cicscanada.com](mailto:carmen.zeng@cicscanada.com)



## AREAS OF SERVICES

- Sector-specific skills training programs
- Employability and job search skills workshops (resume, cover letter, interview prep and more) for youth and adults
- One-on-One employment counselling, career exploration, and job referral
- Self-employment and small business workshops



Centre for Immigrant and Community Services

## Employment Programs and Services

[www.cicscanada.com](http://www.cicscanada.com)

**DEVELOP  
YOUR  
SKILLS**

# ADULT PROGRAMS & SERVICES

## Employment Coaching Services

We provide labour market information, employment resources, job search strategies, and personalized advice to help newcomers identify career pathways and develop individualized action plans to achieve their career goals. We also provide networking opportunities to connect newcomers with professionals in a career they pursue.

For Permanent Resident or Convention Refugee:

Contact: Orjeta Ndrija

416-292-7510 ext. 1121

[orjeta.ndrija@cicscanada.com](mailto:orjeta.ndrija@cicscanada.com)

For Citizens, Refugee Claimants, Work Permit Holders, and International Student:

Contact: Angie Li

647-213-3599

[angie.li@cicscanada.com](mailto:angie.li@cicscanada.com)



## Career Advancement Training

8-week skills training in supervisory and managerial positions in the restaurant, hospitality, and food services industry for Ontario Works recipients who reside in Toronto region to utilize transferrable skills to enter supervisory positions commensurate with their backgrounds and experiences.

Contact: Carmen Zeng

647-336-4195

[carmen.zeng@cicscanada.com](mailto:carmen.zeng@cicscanada.com)

## S.M.A.R.T. Program

S.M.A.R.T. (Self-Management, Assessment, Resources, Training) Program helps women recipients of Ontario Works who reside in the Toronto region to begin the journey toward employment by elevating job searching skills, upgrading office administration and computer skills, fostering wellness and self-care, and strengthen physical fitness for a confident and successful career in today's job market.

Contact: Jane Anyaehie

416-333-5847

[jane.anyaehie@cicscanada.com](mailto:jane.anyaehie@cicscanada.com)

## S.O.A.R. Program

S.O.A.R. (Skills, Opportunities, Action Plan and Resources) Program helps immigrant women to enter the job market.

Contact: Jenny Yeung

416-316-4812

[jenny.yeung@cicscanada.com](mailto:jenny.yeung@cicscanada.com)

## Mentorship Program

This program connects newcomers with successful and experienced professionals.

Eligibility: Permanent Resident or Convention Refugee

Contact: Orjeta Ndrija

416-292-7510 ext. 1121

[orjeta.ndrija@cicscanada.com](mailto:orjeta.ndrija@cicscanada.com)



## Building Connections Programs

Fast track skills learning programs for Ontario Works recipients in Toronto region to gain skills in Food Services, Manicure and Pedicure, as well as to gain skills in becoming a home helper and postnatal caregiver. Programs offered in English and/or Mandarin.

Contact: Carmen Zeng (Mandarin)

647-336-4195 [carmen.zeng@cicscanada.com](mailto:carmen.zeng@cicscanada.com)

Contact: Jane Anyaehie (English)

416-333-5847 [jane.anyaehie@cicscanada.com](mailto:jane.anyaehie@cicscanada.com)

## Partnership with Employment Agency

We work in partnership with Employment Agencies to offer services to job seekers of any status who are legally able to work in Canada and apply for wage subsidy.

Contact: 416-292-7510 ext. 0