

## Local 002 Position Profile



Position Title: Career Advisor, Program Services

Chapter: 002 Edmonton & area

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### Job Information:

I have been working in my present position as an advisor for eight years.

### Job Responsibilities:

I provide information and counselling to individuals by phone and e-mail on issues such as career development, job search, educational issues, small business start-up, regulations on how to help family members immigrate to Alberta, and assistance to individuals from outside Alberta, Canadian and internationally, who are interested in joining the Alberta labour force. We also provide an e-Resumé Review service where individuals can submit their resumes and have them reviewed by career development professionals and returned with suggestions for strengthening them. One of the things I love about my job is that I'm home-based - the commute is great!



### What do you need to be successful in your job?

To do this job you need to have excellent listening and communication skills, patience and a belief in individual potential. You need to be an expert generalist who loves to do research and know a little bit about many things.

### Would you like to share something interesting that others may not know about you or your interests or accomplishments outside of work?

I love fantasy movies such as the Harry Potter movies and the Twilight series.

Submitted by: Dorothy Koch