



Highlighting many resources on PEI

The Employment Journey

News You Can Use

On Prince Edward Island



CELEBRATING CANADA CAREER MONTH

Read through this edition for information that can help you with your journey on PEI.

Resources, programs, and services to help job seekers on PEI

Check out all the help available for your job search & career planning.

Atlantic Canada Aerospace and Defence Association represents the interests of nearly 200 firms in the aerospace, defence, marine, and security industries in Atlantic Canada.

For more information, contact Provincial Director **Allan Campbell** at 902-314-3946 or email allan@ac-ada.ca

Visit www.ac-ada.ca

Canadian Home Builders Association – PEI

The labour shortage in residential construction remains a challenge across PEI. An estimated 940 workers, or 14 percent of the current labour force, are expected to retire in the next few years.

For more information about a career in residential construction or to connect with a CHBA-PEI member, contact **Alicia Packwood** at 902-393-2093 or email alicia@chba-pe.ca

Visit www.chba-pe.ca

Construction Association of PEI

website www.IslandBuilder.ca features a job board and a list of programs for employers and job seekers. The HR Manager will meet with construction businesses and post open positions, and meet with job seekers.

For more information, call 902-368-3303.

Visit www.capei.ca and www.IslandBuilder.ca

CAPEI Youth in Trades program, which is held in Charlottetown and in Summerside, includes 30 hours per week for eight weeks of employability skills, safety training, and hands-on projects in the classroom.

CAPEI also delivers the **Discover Carpentry** program and the **Skilled Newcomers in Construction** program. Upcoming programs are advertised at www.capei.ca and on social media.

For more information, call 902-394-3361 or email janet@capei.ca



Creative PEI is the sector council dedicated to improving outcomes and incomes of arts, culture, and creative industry workers on PEI. The website features information about careers in the creative sector, government programs to help people enter a career in the creative sector, research projects about careers in the creative sector, and news about upcoming training and job opportunities.

For more information, call 902-367-3844 or visit www.creativepei.ca

Early Childhood Development Association (ECDA)

of PEI would love to speak to those interested in learning more about early learning and childcare career opportunities on PEI. There are many year-round career options and summer employment. Volunteering and substitute work are also options. For career opportunities and staff to contact, visit www.ecdaofpei.ca

PEI Agriculture Sector Council helps support a number of education and employment programs.

The two-year **Farm Technician Apprenticeship** program combines classroom learning with on-farm experience, earning students a Certificate of Qualification in Farm Technician from the PEI Department of Education and Lifelong Learning.

The **Agricultural Equipment Technician Apprenticeship** program requires 7,200 Apprentice hours. Block release training for levels 1 to 3 takes place on PEI, and level 4 training is in NB or NS.

The sector council office is open year-round and has an **Employment Officer** to help match job seekers with employers.

For more information, call 902-892-2591 or email info@peiagsc.ca

To check for agriculture job postings, visit www.peiagsc.ca

The PEI Aquaculture Alliance represents the PEI Cultured Mussel Growers Association, the Island Oyster Growers Group, and the PEI Finfish Association.

With 150-plus members, the PEI Aquaculture Alliance advocates on behalf of the industry, enables important research and development, and shares relevant information on current issues and opportunities.

For more information and job postings, visit www.aquaculturepei.com

PEI BioAlliance offers information about bioscience career opportunities and tips for job seekers. Visit www.peibioalliance.com/job-postings for the latest opportunities.

To learn more about how to promote yourself to the bioscience industry, visit www.peibioalliance.com/career-info

For more information, contact **Vivian Beer** at vivian@peibioalliance.com

PEI IT Alliance is a not-for-profit organization which is member-based, made up of IT companies, startups, organizations, professionals, remote workers, and students.

To become a member at no cost and to learn more about the industry, visit www.peiitalliance.com

PEI Trucking Sector Council's website offers information about careers in the PEI trucking industry. It includes job listings, labour market information, career advice, job descriptions and programs to help new candidates enter the field, information about training in Atlantic Canada, and more.

For more information, call 902-566-5563 or email info@peitsc.ca

Visit www.peitsc.ca

Tourism Industry Association of PEI (TIAPEI)

Tourism HR Department:

- Defines human resource issues
- Develops strategies for recruiting and retaining workers
- Identifies current and anticipated skills shortages
- and more

For more information, call 902-566-5008.

Visit www.tiapei.pe.ca

www.choosetourism.ca lists resources, a job board, and more.

WILWorks Youth in Manufacturing

is now available for youth ages 16 to 20 to increase their awareness of the manufacturing sector as a career destination of choice.

For more information, contact **April MacLeod**, Project Coordinator, at amacleod@emccanada.org or call 902-449-2799.

Visit www.emccanada.org

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Atlantic Student Development Alliance (ASDA)

provides international students and graduates from Holland College, Collège de l'Île and UPEI with soft skills and industry-based training, resources, and networks to help them transition into the PEI workforce.

For more information, contact **Daniel Ohaegbu** at daniel@asdacanada.ca

Visit www.asdacanada.ca

Canadian Mental Health Association (CMHA) PEI Division

Clubhouse programs provide recovery-focused rehabilitation supports for individuals who have experienced mental illness.

Clubhouse program provide a variety of employment supports and services such as career decision-making, skills enhancement, resumé and cover letter development, job search, marketing, job coaching, post-employment supports, and employer education.

Clubhouse program locations

Fitzroy Centre, Charlottetown	902-566-5111
Hope Centre Clubhouse, Alberton	902-853-3871
Notre Dame Place, Summerside	902-888-2237

For more information, visit www.pei.cmha.ca

Career Bridges is a 12-week vocational assessment and guidance program for people considering a career change or further training.

For more information, call

O'Leary	902-726-3016
Summerside	902-436-5739
Charlottetown	902-566-2811
Montague	902-361-2119

Contact **Darryl Warren**, Coordinator, at 902-566-2811 or dwarren@careerbridges.pe.ca

Visit www.careerbridges.pe.ca

Career Development Services (CDS)

Are you looking for work, changing careers, returning to the workforce, or exploring career and training opportunities? CDS can help!

CDS services are FREE & CONFIDENTIAL

- Resumé, cover letter, job search, and interview assistance
- Professional Career Counselling services
- Information on training & funding opportunities

Public resource centres

- Free WiFi and computer use for job search & career exploration
- Print, scan, and photocopy for job-related purposes
- Local job postings and employment programs
- Workshops (in-person & virtual)

Locations

Charlottetown	902-626-2014
Montague	902-838-5453
Souris	902-687-1526
Summerside	902-436-0706
West Prince	902-859-2776

Visit www.cdspei.ca

careerified provides career guidance to Gen Z and young Millennials so they can build meaningful careers and make a difference in the world. It is a client-centered approach to connect youth and their cheerleaders to the tools and resources they need to increase career clarity, promote strong mental health, and build lives that have an impact.

For more information, visit www.careerified.ca

CCRW Employment Services offers job search assistance, pre-employment training, accommodation assessments, coaching services, and a variety of workshops.

They are dedicated to helping job seekers with a disability find and retain employment, and advocate for accommodation, inclusion, and equity in the workplace.

For more information, call 902-620-0700.

Email ytfcharlottetown@ccrw.org

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

Community Connections Inc. provides employment, residential, and support services to adults with intellectual disabilities in East Prince.

For more information, contact **Bethany MacArthur**, HR Generalist, at 902-436-7576 or hr@ccipei.ca

Visit www.communityconnectionsinc.com

Community Inclusions Ltd. provides employment, residential, recreational, and vocational services to adults with intellectual challenges in western PEI. Some clients work for local businesses supported through the organization's Employment Unit, while others attend day services at the Maple House Centre in O'Leary and the Tignish Training Centre.

They also operate the Maple House Bakery & Café, the organization's social enterprise.

For more information, contact **Rushell MacDonald** at 902-726-3144.

Visit www.communityinclusions.com

Connection 2 Employment is a 10-week employment readiness program offered in Summerside and Charlottetown.

CAST (Customer Assistance Service Training) is a five-week program with two intakes in Summerside. This program is for anyone ages 19+ who would like to work in the tourism industry.

Prosper West offers 10 weeks of group-based training in Summerside and Bloomfield. This program provides life and employability skills and/or one-on-one employment coaching.

SEAM Program is for high school students between the ages of 15 and 17 who are returning to school in the fall. This program is delivered in Summerside, Alberton, and Bloomfield.

For more information, call 902-436-2815.

Visit www.epydc.org

East Prince Women's Information Centre is a resource, referral and training centre for women and gender-diverse people of Prince County and Western Queens.

For more information, visit www.epwic.ca or Facebook. Email epwic@eastlink.ca or call 902-436-9856 or 902-439-7268.

Harbourview Training Center Inc.

in Souris provides a broad range of support services to clients with an intellectual disability. The center offers woodworking, bakery, and skills enhancement day programs, and assists and supports clients to gain meaningful employment in the community.

For more information, call **Judy Hennessey**, Executive Director, at 902-687-3032.

Visit www.harbourviewtrainingcenter.com

Holland College Office of Retention, Part-Time Study & Career Services

offers Holland College students and graduates access to academic support, academic advising, career planning, career preparation, and support with finding part-time employment.

Contact careerservices@hollandcollege.com

Visit www.hollandcollege.com

Immigration & Refugee Services Association (IRSA PEI)

Employment Services program helps newcomers overcome employment barriers in their search for work.

Suitable employment or volunteer opportunities are identified, and one-on-one career counselling is offered. Assistance with resumé and cover letter preparation, job search and interview techniques, education and training options, and foreign credential recognition information is offered.

IRSA PEI also offers pre-employment workshops for immigrants with various English levels, and ongoing support and guidance to get newcomers to Canada working.

For more information, contact **Carolyn Jenkins**, Manager, Employment Services program, at 902-628-6009 ext. 222 or carolyn@irsapei.ca

Visit www.irsapei.ca

Inclusions East Inc. offers employment services such as needs assessment, case management, employment readiness, job search, and job coaching to individuals with an intellectual disability in Kings County, among other services.

Employment Services:

Montague Office: **Breanna Young** 902-218-8633

Email: breanna@inclusionseast.com

Souris Office: **Julie McCloskey** 902-687-3032

Email: julie@inclusionseast.com

For other **Inclusions East services**, contact the Executive Director at 902-838-2516 ext. 9 or email nancya@inclusionseast.com

Visit www.inclusionseast.com

Job Bank is Canada's one-stop job listing website.

Visit www.jobbank.gc.ca

John Howard Society of PEI works with people at risk and/or those who have come into conflict with the law to help find stable housing, employment, and develop life skills.

Through regular meetings with clients, staff can identify barriers and develop a plan to help clients learn the skills with the goal of returning to work.

Those looking for employment assistance, tax preparation or other services can call 902-566-5425.

Visit www.johnhowardsocietypei.com

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Learning Disabilities Association of PEI

(LDAPEI) offers advice and support to parents of children with diagnosed or undiagnosed learning disabilities or difficulties. Certified teachers provide specific remediation via tutoring in reading/spelling and math. Additional other curriculum subjects are supported as needed.

For more information, call **902-894-5032**

or email info@ldapei.ca

Visit www.ldapei.ca

Mi'kmaq Confederacy of PEI

Employment Services provides and administers employment-based programs and services to all Indigenous people living on PEI including Status and non-Status First Nations, Métis and Inuit Peoples residing on and off reserve.

There are three employment centres across the province:

• **Lennox Island First Nation:** contact Employment Counsellor **Sabrina Milligan** at **902-856-1631** or email smilligan@mcpei.ca

• **Charlottetown:** contact Employment Counsellor **Cindy Midgley** at **902-626-2882** or email cmidgley@mcpei.ca

• **Abegweit First Nation:** contact Employment Counsellor **Linda Fraser** at **902-676-2353 ext. 102** or email lfraser@mcpei.ca

To learn more, contact: **Curtis Reilly**, Senior Program Coordinator, at creilly@mcpei.ca

Visit www.mcpei.ca or check job listings on Facebook [@MCPEI Employment Services](https://www.facebook.com/MCPEI-Employment-Services)

Native Council of Prince Edward Island

is a community of Indigenous people living off-reserve in traditional Mi'kmaq territory. They offer employment services and many other services, including resources for people dealing with addictions, health, family or financial issues.

The ISET program offers educational assistance, career decision making, skill enhancement, employment maintenance, job search, assistance with resumé writing, and more.

For more information, call **Nancy Maclean** at **902-629-1541** or email education@ncpei.com

The Way Forward pre-employment program is for youth ages 15 to 30 and offers paid training of 12 weeks of classroom and 12 weeks of work experience and more.

For more information about this program, contact classroom trainer **Rachel Hasan** at training@ncpei.com

Visit www.ncpei.com

Neil Squire Society is a Canadian not-for-profit organization that focuses on Innovation, Digital Literacy, Employment and Assistive Technology.

The Digital Jumpstart Program, offered by the Neil Squire Society, helps people with disabilities across Canada take their next steps to improve their computer skills.

For more information, contact **Louise Poirier** at **506-856-9101**. Toll free: **1-866-446-7999**, email louisep@neilsquire.ca

Visit www.neilsquire.ca

Neil Squire: Creative Employment Options

Do you have a disability? We're looking for people to join our Creative Employment Options Program. We'll help you develop the skills you need to achieve your employment goals.

- Individualized and group-based learning environments
- Career and personal development, wellness for work, and job search support
- Ergonomic and/or assistive technology assessments and solutions
- Potential wage subsidy
- Continuous support from our career professionals
- You have a self-declared disability
- You're looking for employment and need some help along the way.

For more information, contact **Tracey Biggar** at **782-377-3536** or traceyb@neilsquire.ca

Office to Advance Women Apprentices

assists in enhancing employment outcomes for women in underrepresented skilled trades by addressing barriers limiting women's entry, advancement, and completion of apprenticeship in Red Seal construction trades.

For more information, call **902-201-2922**.

Visit www.womenapprentices.ca/pei

Passport to Employment is for Island workers ages 55 to 64 who wish to re-enter the workforce. Training involves five weeks of classroom time. Participants enhance their job search skills, increase their computer skills, receive personal awareness training and increase their opportunities for full or part-time work.

For more information, contact **Darryl Warren**, Coordinator, at **902-566-2811** or dwarren@careerbridges.pe.ca

Visit www.careerbridges.pe.ca

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

For more information, visit www.peiconnectors.ca

PEI Employment Standards enforces the rights and obligations of employers and employees concerning pay and wages, time off, sexual harassment policy, termination without cause, breaks and rest periods established under the Employment Standards Act, as well as the rules for youth employees under the Youth Employment Act.

For more information, call **902-368-5550** or toll-free **1-800-333-4362**

Visit www.peiemploymentstandards.ca

PEI Literacy Alliance works with community partners, government departments, and businesses to change the present state of literacy on PEI.

Essential Employability Skills is a free program for adults that includes 180 hours of classroom training and six-week work placements.

For more information, call **902-368-3620** or email info@peiliteracy.ca

Visit www.peiliteracy.ca

PEI Public Service Commission

There are many careers in the PEI provincial government, the health sector, public schools branch, student opportunities, and temporary work, and other areas of the public service.

For more information, visit www.jobspei.ca

PEI Reach Foundation provides a safe, secure environment for youth with mental health and addiction challenges who have completed a treatment program as they transition through recovery to the workforce or back to school.

For more information, call **902-620-0000**

or email info@reachfoundation.ca

Visit www.reachfoundation.ca

PERCÉ, coordinated by RDÉE ÎPÉ, is a program that helps PEI bilingual post-secondary students find summer employment in their field of study on PEI.

For more information, call **902-432-2026**

or email perce@rdéeipe.org

Visit www.percepe.ca

Public Service of Canada offers programs for university, college and high school students and graduates. One of these programs is the **Federal Student Work Experience Program (FSWEP)**, a temporary job program geared to secondary school, CEGEP, college, technical institute and university students.

For more information, visit www.canada.ca/gcjobs

All hiring is done online.

Visit www.jobs.gc.ca and set up a profile and upload your resumé. Subscribe to job updates to receive email notifications when new positions come up.

ResourceAbilities offers people with disabilities assistance with career decision making, career counseling, skills enhancement, and job search techniques, including resumé preparation, cover letter writing, and interview preparation. Job maintenance and pre-employment training are also available. They also do direct marketing, applications for wage subsidies, and job coaching. Career assessments and career exploration, along with job matching, are also provided.

Visit www.resourceabilities.ca

Rural Community Learning Inc. manages two employment resource centres in West Prince.

For more information,

Tignish: visit

www.facebook.com/tignish.employmentcentre

Alberton: visit

www.facebook.com/alberton.ercentre.14

Skills Canada PEI promotes training and careers in trades and technology to Island youth.

For more information, visit

www.facebook.com/skillscanadapei

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SkillsPEI offers programs and services for job seekers, employers and organizations.

Programs for job seekers: Training PEI-Healthcare Promotions Pilot Program, Career Connect, Employ PEI, Self Employ PEI, Team Food Student Job Bonus, Post-Secondary Student Program, Work Experience PEI, Graduate Mentorship program.

For more information, contact **SkillsPEI** at **1-877-491-4766** or email **skillspei@gov.pe.ca**

Visit **www.skillspei.com**

Team Food Island program gives high school and post-secondary students an opportunity to earn a bonus towards their post-secondary education while they earn a wage working for a participating agriculture, aquaculture, or seafood company.

For more information, visit **www.teamfoodisland.ca**

Spinal Cord Injury PEI offers programs and services to people with spinal cord injuries and other physical disabilities. The aim is to help achieve independence, self-reliance, and to promote full community awareness and participation.

Amongst many other services, SCI PEI partners with **ResourceAbilities** and other organizations to help clients who may be looking for a job.

For more information, call **902-370-9523** or email **gflood@sci-pe.ca**

Visit **www.sci-pe.ca**

Stars for Life Foundation for Autism provides services and support in the community for individuals over 18 years of age with an Autism Spectrum Disorder.

The goal is to provide young adults with daily living skills, continued education, supported housing, independent living skills, employment skills, and workplace opportunities.

They provide one-on-one support with resumé building, job seeking, mock interviews, and visiting workplaces to determine work placements.

For more information, call **902-894-9286** or email **office@starsforlife.com**

Visit **www.starsforlife.com**

Starting or maintaining a small business on PEI?

Have you considered turning your skills, abilities, and passion into self-employment?

Over the years, *The Employment Journey* has shared the stories of many individuals who followed their passion and became business owners and operators.

Awareness of resources in the community to help to start and maintain a business is so important. Take a look at what PEI has to offer.

Visit **www.employmentjourney.com** and search **business resources**.

The Adventure Group Inc. supports marginalized individuals by offering programs and services such as:

Prosper East connects farmers and other employers in Queens County and Kings County with social assistance and disability support clients, and newcomers looking for jobs and new opportunities on PEI.

For more information on Prosper East, contact **Kate Gotell** at **902-330-5776** or **kate.adventure@bellaliant.com**

Life Management Program offers support for youth aged 18-30 to gain the skills needed to break generational cycles of poverty, poor health, abuse and addictions, and identify positive life and work goals. Sessions are held in Charlottetown and in Montague.

Community Outreach Centre is a daytime (8 am - 8 pm) service for clients experiencing homelessness and housing instability.

For more information, call **902-628-8668** or email **adventuregroupepei@gmail.com**

Visit **www.adventuregroupepei.ca**

Trade HERizons: Are you a woman or gender-diverse person on EI, working less than 25 hours a week, receiving income support, or have no income?

Are you interested in exploring career options in the trade and industrial technology sectors?

Trade HERizons is a career exploration and college prep program.

For more information, contact **Women's Network PEI** at **902-368-5040** or **1-888-362-7373**.

Visit **www.wnpei.org/trade-herizons**

Tremplay, Inc. provides vocational training and employment support services to adults who have an intellectual disability. Services include skill assessments, skills training, individual job placements, employment counselling, job training and support to both clients and employers in the workplace.

Assessments will be performed to assist in determining readiness for job placement.

For more information, call **902-892-5338**.

Visit **www.tremplay.com**

UPEI Career Studio helps UPEI students and alumni with:

- Resumé and cover letter reviews
- Interview preparation
- Job search strategies
- Career related questions

Students are able to access these services via email at **experientialed@upe.ca**, visiting our drop-in hours or booking an online appointment. For more information, visit **www.upei.ca/exed**

Volunteering is one way to make a difference in your community and to use your skills and develop new skill sets, make connections, and explore avenues that might help to establish a career pathway.

A volunteer option:

The **Canadian Red Cross** relies on volunteers who bring their skills and experience to the organization. Volunteers help during emergencies and disasters, sit on committees, participate in project teams, and provide customer services and office support.

For more information, call **Kimisha Condra**, Charlottetown Service Centre Coordinator, at **902-628-6262** ext. 4 or **Tammy Gaudet**, Summerside Service Center Coordinator, at **902-724-2724**.

Visit **www.redcross.ca/volunteer**

For an extensive list and details of volunteer options with PEI non-profit organizations, visit **www.employmentjourney.com** and search volunteer options.

WorkPEI.ca brings together job seekers and employers on PEI under one online destination. Along with job listings, the website provides Islanders with information on government programs and services, including: access to training programs, financial assistance, employer supports, labour market information, and other related products and services.

Post-Secondary Student Program

is a summer employment program. Students are encouraged to develop a resumé and create a job-seeker account on WorkPEI. Students can view and apply for positions of interest directly to employers.

Visit **www.WorkPEI.ca**

Workplace Learning PEI (WLPEI)

provides workforce development programs and services for employers and job seekers on PEI.

Employer Services include Workforce Development Workshops, Supervisor Training, Organizational Needs Assessments, Relational Skills Training or customized Essential Skills Training. Contact **Jacob Robar** at **902-368-5734** or **jhrobar@gov.pe.ca**

ADAPT provides support for employees who may have undiagnosed learning disabilities.

Contact **Mary Beth Byrnes** at **902-620-3618** or **mbbyrnes@gov.pe.ca**

Workplace Essential Skills (WES)

Program If obtaining certification (Red Seal, GED, passing a TOWES test etc.) is keeping you from getting a job or advancing at work, you can call us. The WES Program will help by building a plan that works for you and your schedule.

Contact **Lori Johnston** at **902-368-6498** or **lajohnston@gov.pe.ca**

For more information, visit **www.workplacelearningpei.com**

The Employment Journey Inc. is a monthly publication available to residents and businesses of PEI. The publication is produced by Gloria Welton. The Employment Journey is funded by the Department of Workforce, Advanced Learning, and Population through the Canada-PEI Labour Market Agreements.

The views expressed in this publication are those of the authors and do not necessarily reflect the views of the Government of Canada, the Government of Prince Edward Island or the Publication Manager/Owner.

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Queens County Reporter/Copy Editor: Heidi Riley
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West Prince Reporter: Ruby Arsenaault

Design/Pre-press: TechnoMedia Inc.
Webmaster: TechnoMedia Inc.
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