



## Parkland Immanuel Christian School

**Job Title:** Career Counsellor

**Location:** Parkland Immanuel Christian School, Edmonton, Alberta

**Job Description:** Parkland Immanuel Christian School is seeking a dedicated Career Counsellor to join our staff. The Career Counsellor will play a crucial role in guiding students to discover and pursue their God-given calling. This involves helping students explore their interests, abilities, and opportunities to serve God in meaningful ways. The counsellor will support students in identifying pathways that help to use the gifts and talents God has granted in service of others and to His glory.

**Key Responsibilities:**

- Meet with each Grade 10-12 student at least twice per year to discuss career plans, post-secondary options, the application process, and student financing.
- Actively seek workshops and connections with other counsellors.
- Host information sessions for parents and students.
- Either host or attend relevant career fairs and open houses.
- Distribute information to students and parents about scholarships and grants.
- Advise students and parents about course selection.

**Education:**

- A post-secondary diploma, bachelor's degree, or equivalent in one of the following fields:
  - Counselling
  - Career Development
  - Education
  - Social Sciences

**Skills and Traits:**

- Strong interpersonal and communication skills
- Empathy and active listening
- Organizational and planning abilities
- Knowledge of career development theories and tools
- Familiarity with post-secondary education and labor market trends

**Time Allocation:**

- Estimated to be 0.3 FTE

**Application Deadline:**

- Please submit your application by June 27, 2025, to [personnel@parklandimmanuel.ca](mailto:personnel@parklandimmanuel.ca)