

Free Career Counselling Resources

Free Employment Support

Aboriginal Futures

Address: #200 6011 1A Street SW

Phone: 403-253-5311

Website: <https://aboriginalfutures.com/employment/>

Who can use it?

- Anyone 19 years of age or older.
- Must have treaty status and live in the city of Calgary.

Other things you need to know:

- One-on-one sessions with a career development practitioner available.
- Assistance with action plan development, resume and cover letter writing, job search preparation, and interview coaching.
- Access to community service agency referrals and career exploration tools.
- Access to telephones and computers.
- Specialized programming - contact Aboriginal Futures to learn more.

About Staffing

Address: #200 709 11 Avenue SW

Phone: 403-508-1000

Website: <https://www.aboutstaffing.com/Job-Seekers>

Who can use it?

- Anyone 18 years of age or older looking for a job in one of four divisions: industrial, corporate, management, and technical.
- Other things you need to know:
- Job types include direct hire, temporary to direct hire, and temporary placements.
- Jobseekers can submit their resume to specialized recruiters that will match them to available positions and then arrange an interview.
- This organization also provides access to skill and behavioral testing and various certifications that enhance a jobseeker's resume.

Calgary Career Hub

Address: #130-75 Crowfoot Rise NW

Phone: 403-201-4122

Website: <https://www.calgarycareerhub.com/contact/>

Who can use it?

- Unemployed and underemployed residents of Calgary actively looking for employment.

- Other things you need to know:
- Offers one to one coach, virtual resource room, online workshops.
- Offers job fairs to connect you to employers around the city (*Please note this is currently postponed as well as any in person coaching, due to COVID-19. All support is achieved via e-mail, phone, and virtual.)

Calgary Immigrant Women's Association

Address: 138 4 Ave SE #200

Phone: 403-263- 4414

Website: <https://www.ciwa-online.com/client-services/employment-services.html>

Who can use it?

- Women and their families who are new to Canada with work experience, are unemployed or underemployed, eligible for EI, have current or past EI claims and have Canadian Language Benchmarks (CLBs) 7 or higher.
- Other things you need to know:
- Offers a variety of bridge to work programs that help to secure employment in specific fields. Offers pre-employment training, essential skill training (16 weeks), and a mentored work experience placement (time frame depends on field of work you choose or your work experience background).
- An assessment will be done to help connect individuals to a program that is best suited to them.

Calgary Drop in Centre

Phone: 403-699-8282 (for employment training programs); 403-699-8232 (for temporary work placement opportunities)

Website: <https://calgarydropin.ca/>

Who can use it?

- Legally able to work in Canada.
- Have a valid Social Insurance Number.
- Residents of Calgary who are 16 years – 65 years of age and low income.
- Complete an information interview.
- Pass a knowledge assessment.
- Provide a resume.

Other things you need to know:

- Offers pre-employment training (resume writing, job search skills, etc.)
- Offers 3- week, full time training opportunities and free certificate training (all online currently. Can provide individuals with a computer to access training).
- Offers temporary job placements and connect individuals looking for employment to different agencies.

Calgary Alternative Support Services

Address: 2335 30th Avenue NE

Phone: 403-283-0691

Website: <https://www.c-a-s-s.org/our-programs/calgary-alternative-employment-services/>

Who can use it?

- Adults with disabilities

Other things you need to know:

- If eligible, a career consultant will help support the individual with job search, career exploration groups, and workshop training.
- Must have PDD.

City of Calgary: Youth Employment Services

Address: 2nd Floor, 315-10th Avenue SE

Phone: 403-268-2490

Website: <https://www.calgary.ca/csps/cns/children-and-youth/youth-employment-centre/youth-services.html>

Who can use it?

- Youth ages 15 - 24

Other things you need to know:

- One-on-one employment counsellor support.
- Resume and cover letter writing assistance.
- Interview preparation.
- Career planning and exploration.
- Networking opportunities, volunteering opportunities, and employment opportunities.
- Work experience programs.

Immigrant Education Society: Employment Support Program

Addresses and Phone Numbers (Two Locations):

- 1723 40th Street SE (The Immigrant Education Society), Phone: 403-235-3666
- 3820 32 Street NE (The Welcome Centre for New Immigrants), Phone: 403-291-0002

Website: <https://www.immigrant-education.ca/programs/employment/employment-support-program/>

Who can use it?

- Open to Permanent Residents and Refugees
- Canadian Language Benchmarks Level 4-5 or higher
- Commitment to complete the 3-month program.

Other things you need to know:

- Program provides two types of ongoing, longer-term employment training: Employment Skills Training and Pre- and Post-Canadian Workplace Training
- Provides a free monthly bus pass and free of charge childminding for clients' children of 19 months to 6 years old.
- Please contact the Immigrant Education Society for further details.

Immigrant Services Calgary: Employment Bridging Services

Address: #1200 910 7th Avenue SW

Phone: 403-265-1120

Website: <https://www.immigrantservicescalgary.ca/our-services/career-employment-support>

Who can use it?

- Permanent Residents or Convention Refugees with CLB 5 or above.

Other things you need to know:

- One-on-one counselling support, job search strategies, mock interview, and assistance with resumes and cover letters.
- Labour market information and information about Canadian workplace culture.
- Refer and bridge newcomers with employment programs in our community.
- Hiring fairs and networking events.
- Virtual career fair: <https://vcf.settlementcalgary.com/>

Making Changes

Address: 6516 1A Street SW

Phone: 403-262-5776

Website: <https://www.makingchangesassociation.ca/employment-life-skills>

Who can use it?

- Women who are new to Canada (permanent residency required).

Other things you need to know:

- Walk-in Closet program - helps women with finding professional clothing to prepare for job interviews, new employment opportunities etc. Can self-refer or receive referral from social worker.
- Helps with resume writing, interview skill preparation, career planning and full-time training opportunities available (technology training).

Manpower: EmPower – Women in Trades

Address: 240 – 734 7th Ave SW

Phone: 403-269-6936

Website: <https://manpowerab.com/empower/>

Who can use it?

- Anyone 18 years of age or older; Canadian citizen or Permanent Resident; unemployed or marginally employed; EI eligible; and ready, willing, and able to participate in the 15-week, full-time program.

Other things you need to know:

- This program provides employment preparation skills training, 10-weeks hands-on introductory skills training provided on-site at SAIT, 4 weeks work experience placement, assistance with job placement, safety certifications (CSTS, WHMIS, First Aid), Apprenticeship and Industry Training exam preparation skills.
- 15-week program.

Manpower: TECHCareers

Address: 240 – 734 7th Ave SW

Phone: 1-855-585-8342

Website: <https://manpowerab.com/tech-careers/>

Who can use it?

- Anyone 18 years of age or older; current resident of Alberta; Canadian Language Benchmark 8; unemployed or marginally employed; legally entitled to work in Canada; and ready, willing, and able to commit to full-time training and employment.

Other things you need to know:

- This program will get you started with the skills you need in today's tech market and an industry recognized certificate.
- 26 weeks of training and preparation.
- No fee for service.

McBride Career Group

Address: 4th Floor – 602 12th Ave SE

Phone: 403-777-5627

Website: www.mcgcareers.com

Email: mcg@mcbridecareergroup.com

Other things you need to know:

- No charge to clients ages 18 to 65.
- Offers a variety of wraparound support to secure employment (job placements, coaching, occupation specific training, workshops, and many more employment resources and support).

Momentum

Address: 100 – 525 28 St SE

Phone: 403-272-9323

Website: <https://momentum.org/>

Who can use it?

- Anyone 18 years and older.

Other things you need to know:

- Offers technology training (25-week training, must be on Employment Insurance).
- Offers pre-apprenticeship training for 6-months.

Potential Place

Address: Suite 210 308 11th Avenue SE

Phone: 403-216-9250

Website: <https://potentialplace.org>

Who can use it?

- Anyone 18 years and older who are currently experiencing mental illness, or who have experienced mental illness in the past.

Other things you need to know:

- The Potential Place Clubhouse offers a volunteer program that is structured like a workday, where clients can gain work experience and make connections in a variety of areas including clerical, social media, and kitchen skills.
- Clients can drop-in and volunteer for as many hours as they are able to commit.
- This organization has opportunities for paid work experience in the community once a client has gained experience in the Clubhouse setting.
- Resume and interview skills supports are also available.
- Call for more information or to self-refer.

Prospect

Address: 915 33rd St NE

Phone: 403-273-2822

Email: info@prosectnow.ca //

Website: <https://prospectnow.ca/>

Who can use it?

- Anyone 18 years of age and older and deliver sustainable solutions that everyone, regardless of circumstance, can reach his or her employment potential.

Other things you need to know:

- Career counselling is dependent on the program that the person is enrolled in.

South East Calgary Community Resource Center

Address: 2734 76 Ave SE

Phone: 403- 720- 3322

Website: <https://www.secalgarycrc.ca/welcome/>

Who can use it?

- Anyone 18 years or older.
- Staff will support with resumes, cover letters, references, job searches and interview techniques.
- Staff also provide information on training options for G.E.D., Information Technology (I.T.), Automotive, Management Courses, Construction and jobs in Warehouse Industry.

- Call to schedule your appointment at 403-720-3322 (Ext 104).

Other things you need to know:

- Also offer WHIMIS training (Workplace Hazardous Material Information System Training).
- 3.5-hour workshop and certification
- For course dates, call 403-720-3322 (Ext. 104)
- No fee for service.

Women's Employment Resource Center – YWCA

Address: 1715 – 17 Avenue SE

Phone: 403.705.7543//

Website: <https://www.ywcalgary.ca/programs/womens-employment-resource-centre/>

Who can use it?

- Women 18 years and older who are unemployed or underemployed.

Other things you need to know:

- No fee for service
- One on one employment support (mock interview skills, job search support, resume preparation)