



## Who We Are

Founded in 1983, KEYS has provided Kingston and communities in Eastern Ontario with a variety of dynamic employment programs and services. Our expertise in helping individuals to attain their employment goals extends to a diverse population; including: mature workers, persons with disabilities, youth, students and newcomers to Canada.

Whether our clients need support to identify a career; to learn job search techniques; to build an effective resume and cover letter; to practice interview skills or to access training funding to increase their marketability, **KEYS is the Community Employment Centre.**

As a not-for-profit organization with a strong focus on service to others, we are committed to supporting members of our community through compassionate action and mutual respect.

## Who We Serve

As the largest provider of comprehensive employment services in Kingston and its surrounding region, we provide services to the whole community. Whether you are employed or unemployed; looking for a job or exploring career options; a young or mature worker; a new Immigrant or an employer looking to hire the right staff; KEYS can help. Our success in helping our clients is based on our expertise and our understanding of the client groups we serve.

Those we serve, fall into three main categories:

### Job Seekers

**Adults** – Individuals between 30 – 64 years of age who are either unemployed or underemployed.

**Persons with Disabilities** – Individuals who have a permanent disability and are not a student.

**Youth** – 18 to 29 years of age, out of school and not returning to school.

**Students** – Full time students between 15 to 18 years of age looking for part time or summer employment.

### Newcomers to Canada

New Immigrants to Canada requiring settlement help, English training and job search support.

# Employers

Local employers within the Kingston – Gananoque area and surrounding region.

# What We Do

For the **Job Seeker**, KEYS can help you:

- Explore career options and develop an employment plan
- Access a resource center with computers, internet, phone and fax service
- Build marketable resumes and cover letters
- Develop effective job search strategies
- Prepare for a job interview
- Access a professional employment coach
- Access funding for training and/or employment related supports
- Access information on the labour market, training options, apprenticeships and community service supports
- Access on-the-job training
- Connect with employers through placement services or wage subsidies
- Maintain employment

For the **Employer**, KEYS can help you:

- Post a position and screen applicants
- Access a pool of potential employees
- Develop and execute recruitment, staff training and development strategies
- Access funding opportunities

For **Newcomers** to Canada, KEYS can help you:

- Find information about settling in Kingston
- Learn English
- Assess your credentials and help you find employment
- Learn how to effectively job search
- Network with local employers
- Find and maintain employment