



LOCATION

We are at the north side of Portage Place, across from Central Park at the corner of Edmonton & Qu'appelle in the Knox Church. Buzz the intercom at the main doors of **406 Edmonton St** to enter. When inside, enter doors on the left and check in at reception.

To **SIGN UP** or learn more on how we can help you attain employment quickly, contact us at **keewinnipeg.com** or call our 24/7 Information Line & Voicemail at **204/953-2453**.



Looking for work?

KEE can help!

No charge for services.

Below are examples of the types of employment we help people attain. Please note: Opportunities will vary based on employers' needs at any given time.

- Hotel (room attendants, front desk, etc.)
- Restaurants (servers, cooks, dishwashers, etc.)
- Sales Associates (retail & telesales)
- Cashiers
- Warehouse/Production/Assembly Workers
- Commercial Cleaners/Janitorial Staff
- Food Counter Personnel
- Bakers
- Drivers (delivery, long distance, shuttle)
- General Labourers
- Help Desk Associates & More!

Steps to attain employment through KEE...

STEP 1: On keewinnipeg.com please fill out the "Is KEE The Right Fit For You" form or phone 204/953-2453 to set up an intake interview.

STEP 2: Attend your intake interview. Please have your Social Insurance Number with you and E&IA Case Number (if applicable).

STEP 3: Follow through with your custom action plan, complete online training modules, attend workshops and implement the content from the KEE Guidebook.

Funding Provided By:
The Government of Canada
The Manitoba Government

The Knox Employment Entry (KEE) Program is a non-profit agency that assists clients (free of charge) in attaining entry-level employment in a wide variety of industries in Winnipeg.

Each client will have a KEE Employment Coach to work with. Together you will develop an action plan to see you succeed in attaining employment quickly.

KEE staff do their very best to help within eligibility conditions that apply (discussed at intake).

You are welcome to check out our self-assessment quiz: keewinnipeg.com/quiz

For comments, compliments or concerns, please contact our Director Lesley Harrison at lharrison@knoxwinnipeg.ca or 204/942-4579

The KEE Program offers “Employment & Customer Service” certified training. Our *Step By Step To Employment* training series is an original online program customized for Manitoba. We also offer in-person & virtual workshops (online) to delve deeper into these subjects which include:

- How to maximize results when applying
- How to use technology while looking for work
- Using technology for virtual job interviews
- Making the most out of a job fair
- Resumes, cover letters and emails
- How and when to follow-up after you apply
- The elevator pitch and interview skills
- Employer and customer expectations
- Customer service and handling difficult situations
- Spotting/avoiding a scam (job, text, phone, email)
- Taking initiative and moving up within a company
- Goal setting, staying motivated and much more!

Are we the right program for you?

- KEE helps place people in jobs. This means we are limited by what is currently available & work requirements of employers.
- Since the majority of employers we work with require clean criminal records, we are only able to accept clients with clean records although exemptions are possible for driving, domestic, or possession charges on a case by case basis.
- Health is important. If we assess that we are not the right program to help, we will refer you to another one that may be a better fit.
- If you have children, reliable childcare must be in place.
- You must be ready to start work quickly and be able to work 28 hours per week or more.
- Clients need to be able to clearly communicate with employers, co-workers and customers in writing, over the phone and in person.
- We must be able to reach you easily by phone and/or email.
- Clients must be reliable, in touch and follow action plans to obtain an interview, placement or a job reference through KEE.

The KEE Program is proud to be located in Knox United Church, an official Manitoba Historic Site.

Shocking Fact: In 2010, Knox received worldwide attention when it was struck by lightning, crashing one of its bell tower corner pillars to the ground. Luckily this 5000 lb limestone boulder didn't hurt anyone. Look up and you can still see the impact!

EMPLOYERS WANTED... We help employers too! We match employers with staff at no charge and no pressure to hire any referral we send.

Do you require a certification for a job offer? (Food Handlers, Smart Choices, CPR, First Aid, etc.) KEE may be able to pay for it. Talk to us for details.