

Coordinator, Financial Services & Leadership Connections - Toronto

ACCES Employment is a leading non-profit organization that assists jobseekers from diverse backgrounds. We deliver a range of programs at locations across the GTA and we offer online services to job seekers across Canada and pre-arrival. Serving more than 32,000 jobseekers each year, ACCES delivers customized programs that focus on connecting our clients with leading employers or starting a business in Canada. With over 30 years of experience in the employment services sector, you will be joining a successful organization with an innovative and seasoned staff team.

We are looking for people who thrive in a flexible and fast-paced environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

Reporting to the Project Manager, Financial Services & Leadership Connections at ACCES Toronto, the position of Coordinator, Financial Services & Leadership Connections is responsible for assisting with the coordination, planning and implementation of the Leadership Connections program including the Empowering Women Program and also assisting with the coordination of the Financial Services Connections program to ensure effective delivery in alignment with funder guidelines and corporate sponsorship goals. The primary responsibilities include coordinating daily operations, planning, scheduling and administration for these programs. This is a non-union position.

Key Responsibilities:

- Works with the Project Manager to oversee the daily program administration and coordination of the Leadership Connections program including the Empowering Women Program and also with assisting with coordination of the Financial Services Connections program.
- Coordinates the planning and scheduling of all project/program activities including events, guest speakers, meetings as required
- Work with the Corporate Engagement team to ensure fulfillment of corporate sponsorship deliverables and alignment of goals of corporate sponsors for the Empowering Women Program
- Assists with file audits to ensure proper documentation as applicable
- Assist with intake, assessment and support of clients as required
- Assists with overall project consistency and the development and implementation of systems and procedures for the evaluation of the project, ensuring compliance with funder guidelines and targets
- Assists with coordination, preparation, collection and maintenance of regular reports, schedules, statistics, and minutes as required; may include planning and implementing program in collaboration with project manager
- Assist in data entry and evaluation of project results; monitor progress and success
- Assist with marketing and promotion and community outreach as well as employer outreach
- Assist staff with ensuring all client needs are met
- Responsible for overseeing project delivery in the Manager's absence
- Make recommendations to Manager regarding project activities to improve its administration efficiency and effectiveness.

- Establish and maintain positive and collaborative relationships with appropriate community agencies, which may include attending and speaking at meetings or other functions
- Other duties as assigned

Qualifications:

An organized self-starter with experience and/or education in the following areas:

- Post-secondary education.
- Over 3 years' related work experience.
- Relevant experience coordinating multi-stakeholder projects/programs and/or special events
- Experience in case and file management
- Sound knowledge of the Canadian business/corporate sector
- Previous experience in the not-for-profit sector and working in a diverse community
- Excellent English verbal and written communication skills.
- Excellent interpersonal skills necessary to work effectively with all levels in the organization and with clients, employers, community partners, service providers, funders,
- Ability to prioritize, strong time management skills and flexible to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines
- Ability to handle the privacy of personal information and use sound judgment in protecting proprietary and/or confidential information related to business activities
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- Strong attention to detail and accuracy
- Experience and highly proficient working in an MS Office environment
- Ability to travel between ACCES locations, partner and employer organizations and/or special events as required.
- Flexibility to work occasional evenings and weekends

Interested persons should send their resume with a covering letter

By **April 20, 2018** to:

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

(Please note, we will be reviewing resumes as they are submitted)

Candidates may be requested to complete a screening video interview using Spark Hire

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

ACCES is strongly committed to fostering diversity within our community. We welcome those who would contribute to the further diversification of our staff including, but not limited to, women, visible minorities, aboriginal people, persons with disabilities and persons of any sexual orientation or gender identity.



Job Posting - External

ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR representative or hiring manager of the accommodation measures if required which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.