

**Project Coordinator, Engineering Connections**  
**Contract until March 30, 2018 with possibility of extension - North York**

**ACCES Employment** is a leader in delivering high quality services that supports individuals with successfully obtaining meaningful and sustainable employment. More than 15,000 job seekers are served annually at five locations across the Greater Toronto Area. As a not-for-profit corporation, **ACCES** receives funding from all levels of government, corporate sponsors, various supporters and the United Way Toronto.

We are looking for a skilled and career-oriented individual who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

As part of the management team the Project Coordinator, Engineering Connections will work alongside the Project Manager to ensure overall effective program delivery of the Engineering Connections program including daily operations, planning, scheduling and administration.

This position is primarily based in our North York location, however since the Engineering Connections Program is delivered at multiple sites the Project Coordinator should be flexible to travel to other ACCES locations as needed to support the program.

**Responsibilities:**

- Assists with planning and scheduling of all program activities
- Works with the Project Manager to oversee daily project administration
- Reviews client files to ensure appropriate documentation
- Assists with the development and implementation of systems and procedures for the evaluation of the program, ensuring compliance with funder guidelines and targets
- Assists with the preparation of regular reports and statistics as required
- Assists with HR activities including recruitment, verifying time sheets, scheduling staff vacation, planning staff professional development
- Provides input in the staff performance review process
- Supports program with community outreach as well as employer outreach
- Assist program team with ensuring all client needs are met
- Responsible for overseeing program delivery in the Project Manager's absence

**Qualification:**

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

- Post-secondary degree or equivalent experience in a similar environment, preferably in project coordination/management in the Human Services sector
- Demonstrated experience in case and file management
- Exceptional organizational skills, and able to take initiative
- An expert ability to consider, manage and attend to details
- Excellent interpersonal, problem-solving and creative skills
- Ability to work effectively with clients, co-workers, outside agencies and employers
- Ability to handle confidential, sensitive and personal information
- Proficient in computer applications to manage schedules, statistics, and client tracking
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends and resources

- Excellent English verbal and written communication skills
- Ability to travel between program delivery locations, as needed
- Experience in the non-profit sector and working with a diverse community is an asset.

**Interested persons should send their resume with a covering letter to:**

**ACCES Employment Hiring Committee**

**By Email: [hr@acesemployment.ca](mailto:hr@acesemployment.ca)**

**Please Note: These positions will be posted until they are filled. We will be reviewing resumes as they are submitted.**

**ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted. Candidates may be requested to complete a screening video interview using Spark Hire.**

*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.*

*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.*