



## JOB POSTING

External Posting

### **Project Coordinator, Trades Project** **Contract Position to March 31, 2018 - with possibility of renewal pending funding continuation**

**ACCES Employment** is a leader in connecting employers with qualified employees from diverse backgrounds. More than 20,000 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.

This position is an exceptional career opportunity for someone with program management, business development, and marketing skills in a very dynamic, not-for-profit organization. Reporting to the Senior Manager, Trades Project at ACCES, this position provides an important support role to the team working with the Trades Project program to achieve and exceed targets and outcomes in the program. This is a non-unionized position.

#### **Duties and Responsibilities:**

- Support the Senior Manager in the delivery of the Trades Project according to the contract guidelines and terms to meet and/or exceed outcomes.
- Work closely with the Senior Manager and partner organizations to ensure appropriate coordination of project components.
- Liaise with partner organizations to coordinate joint events and activities.
- Prepare reports and track client participation and outcomes data into internal and external databases and ensure files adhere to proper documentation.
- Reports on program activities and makes recommendations to the Senior Manager regarding strategies and activities to improve program administration efficiency and effectiveness; supports implementation of recommended strategies to help ensure program targets are met and/or exceeded.
- Provide support in preparing contracts with suppliers and according to project budget details.
- Organize and facilitate Advisory Committee meetings and evaluation activities to ensure project compliance with funders' guidelines and targets.
- Support the planning and delivery of employer events.
- Support the Senior Manager to supervise the project staff as directed by the manager
- Provide back-up support to Senior Manager as needed
- Other duties as assigned.

#### **Qualifications:**

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

- University degree
- Over 3 years of related work experience
- Demonstrated experience in case and file management
- Previous experience working in the not-for-profit sector and working in a diverse community within the employment services sector
- Understanding of labour market challenges and barriers, particularly as they relate to refugees

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- Demonstrated experience as a professional who is results oriented, customer focused, team player, adaptable, innovative, takes initiative, is an open and effective communicator and values diversity
- 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 and funders
- Ability to prioritize, strong time management skills and flexible to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines
- Strong attention to detail and accuracy
- Ability to handle the privacy of personal information and use sound judgment in protecting its confidential and sensitive nature
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- Experience and highly proficient working in an MS Office environment
- Ability to travel between project delivery locations, partner and employer organizations, or as needed
- **Experience working with refugees and ability to speak Arabic is a strong asset**

Interested persons should send their resume with a covering letter

By **August 4<sup>th</sup>, 2017** to:

ACCES Employment Hiring Committee

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

*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.*