

Project Manager - Financial Services and Leadership Connections Bridging Programs for Internationally Trained Individuals

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 34,000 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 a skilled and career-oriented individual who thrive 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 Director, Services & Quality Assurance. This position provides an important support and supervision role to the staff working with the Financial Services Connections and Leadership Connections bridging programs at ACCES. As part of the management team, this is a non-unionized position.

(Please note: This is not a finance position).

Duties and Responsibilities:

- Manage the planning, development and implementation of Financial Services Connections (FSC) and Leadership Connections (LC) bridging programs and Empowering Women Program for internationally trained professionals, including client and employer outreach, delivery, evaluation, collection and maintenance of statistics
- Project manage and coordinate the development and delivery of all program components, including contracts with suppliers (e.g. assessment, curriculum development, course delivery, etc)
- Work closely with other ACCES managers and partner organizations to ensure appropriate coordination of program components and related ACCES events,.
- Support the relations and work of the FSC and LC Advisory Committees
- Provide leadership and support to the project staff; including performance management, as well as coaching and development.
- Responsible for all program relevant data management file audits to ensure proper documentation
- Manage multiple projects with great accuracy and attention to detail.
- Ensure project schedules and deadlines are met while providing regular updates to key project stakeholders.
- Maintain daily schedule; ensuring timely communication with internal and external stakeholders.
- Analyze, understand and improve program delivery and continuously enhance the effectiveness of program outcomes

- Overall consolidation, and evaluation of the program and ensuring program compliance with funders guidelines and contractual agreements
- Preparation of narrative and statistical progress reports
- Manage budgets
- Other duties as assigned.

Qualifications and Experience:

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

- A university degree and 5 years of experience in Human Services, including supervision and program or project management.
- Experience working with a diverse community
- Demonstrated leadership skills
- Effective presentation skills
- Excellent problem solving skills, creativity and ability to both lead teams and work in a team
- Excellent English verbal and written communication skills.
- Excellent interpersonal and self-management skills to work effectively with clients, co-workers, outside agencies and employers representing ACCES
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends and resources, particularly as they relate to internationally trained professionals
- Demonstrated experience in case and file management.
- Experience working in an MS Office environment; familiarity with Internet, Excel spreadsheets and databases.
- Sector knowledge will be considered an asset
- Flexible to work occasional evenings and weekend hours
- Ability to travel and work between ACCES offices, community partners, etc.

Job Application Instructions

Interested persons should send their resume with a covering letter

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

Please include the title of the role in the subject of your email

Please Note: This position will be posted until it is filled. 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.



JOB POSTING - EXTERNAL

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.