

## **Project Manager (Program Manager), Women in Technology**

### **Location: North York**

### **1 Year Contract with Possibility of Extension**

**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 thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

Reporting to the Senior Vice President, Services and Business Development, the Project Manager will help ACCES Employment to launch the Women in Technology initiative, a project that will support newcomer women with establishing careers in technology and other STEM related fields. The project is funded by TD Bank Group through the inaugural TD Ready Challenge. It will aim to serve women directly through the program and on an ongoing basis by building online assets and curriculum that will be accessed through ACCES's existing e-learning platform. The program will provide employment services and will also provide sector-specific training in high-demand technology fields such as web development and cybersecurity in partnership with an academic partner.

The Project Manager's primary responsibilities include project development, leadership and supervision to staff, working collaboratively with existing programs to develop and deliver the program, planning and reporting, overall administration and ensuring the project outcomes are achieved. As part of the management team, this is a non-unionized position.

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

- Oversee project delivery according to organizational goals as well as funder contract terms and guidelines, ensuring that all project deliverables and outcomes are met or exceeded
- Plan and implement all project activities with the goal of supporting newcomer women with meeting their employment objectives, this will include client and employer outreach as well as planning and delivering all relevant sessions for clients and employers
- Compile and analyze program data, prepare all reports required by ACCES and by the funder
- Work closely with other ACCES managers as well as external stakeholders to ensure appropriate coordination of project components
- Responsible for managing all program staffing activities including recruitment, supervision, performance management, staff engagement and training etc.
- Work closely with ACCES finance and administration departments to Manage program budget and oversee contracts with suppliers (e.g. assessment, curriculum development, etc)
- Review and audit project files (hard copy client files and electronic data base) to ensure proper documentation

- Work closely with internal stakeholders to manage and oversee the development of online assets, tools, platforms, curriculums and other services as required for the project
- Work closely with Project Managers, program teams and other ACCES staff to coordinate and support the placement of clients in various roles
- Establish and build partnerships with potential partners to support the needs of the project
- Responsible for all reporting, data and administrative systems pertaining to Program activities and outcomes
- Plan and prepare funding proposals to support program sustainability with government funding
- Report project activities and make recommendations to senior management regarding strategies and activities that improve project efficiency and effectiveness; support implementation of recommended strategies and ensure program targets are met and exceeded
- Assist with compiling of program results reports and with writing grants to support the ongoing delivery of the project
- Other Duties as assigned

**Experience and Qualifications:**

- University/College degree
- Over 3 years of related work and management experience
- Knowledge of emerging labour market needs and trends in the field of information technology is considered an asset
- Experience with working in an online service delivery environment, learning management systems and other online tools is considered a strong asset
- Experience with the development of online tools and other digital assets is considered a strong asset
- Project Management (PMP) designation, or in progress, is considered an asset
- Understanding of labour market challenges and barriers, particularly as they relate to internationally trained professionals
- Demonstrated leadership experience, a collaborative decision maker, and an open and effective communicator who 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, other 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
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- Proven ability to coach and lead others with a strong aptitude to instill trust and establish rapport
- Proven strength in human resources areas such as performance management, team leadership, and staff coaching/mentoring etc.
- Experienced and highly proficient working in an MS Office environment
- Previous experience in the not-for-profit sector and working in a diverse community is an asset
- Ability to travel between project/program delivery locations and/or partner and employer organizations, or as needed
- Flexibility to work occasional evenings and weekends

Contract Duration: 1 year contract with possibility of extension

**Job Application Instructions**

Interested persons should send their resume with a covering letter indicating in the subject line the position of interest. Address the application to ACCES Employment Hiring Committee at [hr@acesemployment.ca](mailto:hr@acesemployment.ca).

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