

Senior Project Manager, Trades Project

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 skilled and career-oriented people 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. Reporting to the Director, Services and Quality Assurance, this position provides an important support and supervision role to the staff working on the Trades Project at ACCES. As part of the management team, this is a non-unionized position. **This program will be delivered across multiple ACCES Employment delivery sites in the GTA.**

Duties and Responsibilities:

- Oversee the delivery of the Trades Project across multiple delivery sites in the GTA, according to the contract guidelines and terms to meet and /or exceed outcomes.
- Manage the relationships with partners and stakeholders, coordinate joint events and other activities as required
- Source and oversee program delivery contractors as per ACCES procurement guidelines, ensure smooth delivery of program outcomes and conduct quality control checks as needed
- Plan and implement employment and training programs and services for refugees.
- Oversee project consistency and evaluation and ensure project compliance with funders' guidelines and targets.
- Compile and analyze statistics and prepare all reports required by the ACCES project funder.
- Work closely with ACCES program managers and partner organizations to ensure appropriate coordination of project components.
- Responsible for staff HR management activities including recruitment, performance management, staff engagement and training etc.
- Project manage and coordinate the development and delivery of all project components including budget, and contracts with suppliers (e.g. assessment, curriculum development, etc.)
- Responsible for file audits to ensure proper documentation.
- Lead all aspects of planning and delivery of employer events.
- Other duties as assigned.

Qualifications and Experience:

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

- University degree
- Over 5 years of related work experience; includes 1-3 year of supervisory experience
- Previous experience working in the not-for-profit sector and working in a diverse community within the employment services sector
- Previous experience working with refugees
- Understanding of labour market challenges and barriers, particularly as they relate to refugees

- Demonstrated experience as a professional who is results oriented, customer focused, team player, adaptable, innovative, takes initiative and values diversity
- Demonstrated leadership experience as an open communicator, collaborative decision maker, creative and a flexible champion of change
- 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
- 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
- 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.
- Experience and highly proficient working in an MS Office environment
- Project Management (PMP) designation, or in progress, is considered 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
- **Ability to speak Arabic is a strong asset**

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

ACCES Employment Hiring Committee

By Email: 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.