JOB POSTING: EXTERNAL

Coordinator, Trades Connections – Construction Trades Project

Location: Newmarket

ACCES Employment is a leader in connecting qualified jobseekers from diverse backgrounds with employers across the Greater Toronto Area (GTA), Ontario and Canada. ACCES helps more than 40,000 job seekers each year at seven locations in the GTA. As a charitable not-for-profit organization, ACCES provides job search services that connect newcomers, jobseekers, youth, women and refugees to jobs that reflect their skills and experience. We provide over 30 customized job search programs that meet the unique needs of our jobseekers. Our vision is to achieve a fully inclusive labour force that reflects the diversity, skills and experience of Canada's population.

We are looking for skilled talent who thrive 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 Manager, Trades Connections – Construction Trades at ACCES Newmarket, the position of Coordinator is responsible for assisting with the coordination, planning, and implementation of the project activities, including community and employer events, evaluation, reporting and data tracking. This position provides support to the team, and liaises with the Manager to help achieve project targets and outcomes. Travel may be required across ACCES and employer sites. This is a non-union position.

Key Responsibilities:

- Works closely with the Trades Connections' Manager and team, as well as other ACCES' teams, to support client success, as well as community and employer engagement activities
- Assists the project Manager with day-to-day project delivery
- Assists in the development and implementation of program evaluation tools and procedures, ensuring compliance with funder guidelines and alignment with the project evaluation workplan
- Supports the planning, coordination, and facilitation of project events including Speed Mentoring®, Guest Speaker Sessions, Job Fairs, Hiring Events, and Trades' Forums, aligned with the project deliverables and workplan; track and measure results of these events and activities
- Coordinates fostering of relationships with key stakeholders, community partners, industry employers/employer associations, and labour unions
- Takes a lead on collecting and coordinating sector-specific information and resources and maintains the project resource library
- Coordinates tracking of project deliverables and data required for reporting

- Assists with coordination, preparation, collection and maintenance of regular reports, scheduling of project activities, maintaining project-related statistics, recording of meeting minutes, and invoicing, as required
- Supports the project team in resolving common client issues
- Makes recommendations to the project Manager regarding project activities to improve administration efficiency and effectiveness
- Assists with the project promotion, as well as community and employer outreach
- Assists Manager with HR activities, including but not limited to screening applicants, orientation and onboarding, verifying time sheets and providing input to the performance review process
- Other duties as assigned including staff supervision as required, support of site activities, evening supervisor shift rotation, and support of other managers/activities

Qualifications:

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

- Post-Secondary Degree or diploma in a related field
- At least three years of related work experience
- High flexibility with strong interpersonal skills to work effectively in a diverse environment, interacting with clients, employers, community partners and service providers
- Demonstrated experience in case and file management
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends
- Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience
- Ability to analyze and assess training and development needs
- Proficient in data management
- Proficient in various online platforms and comfortable with new technology
- Ability to effectively communicate both verbally and in writing
- Ability to work individually as well as part of a team
- Demonstrated time management skills
- Strong sense of ethics and the ability to handle sensitive or private information with tact and discretion
- Previous experience working in the not-for-profit sector and working with a diverse community is an asset
- Exceptional planning, organization and problem-solving skills; must be pro-active, and have a sense of urgency
- Experienced and highly proficient working in an MS Office environment
- Ability to travel between all ACCES Employment locations, project delivery locations, partner and employer organizations, across the GTA, as needed

JOB POSTING: EXTERNAL

Job Application Instructions

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

ACCES Employment Hiring Committee

By Email: hr@accesemployment.ca

Candidates should state the position of interest (including location) in the subject of the email.

Please Note:

We thank all applicants for their interest; however only those selected for an interview will be contacted.

Candidates who are contacted may be requested to complete a screening video interview using Spark Hire.

This position will be posted until it is filled. We will be reviewing resumes as they are submitted.

ACCES Employment is committed to equity, diversity, and inclusion in our workplace and in our recruitment processes. We encourage applications from members of all racialized groups, gender identities and sexual orientations, Indigenous persons and, persons with disabilities.

Accessibility and Accommodation: ACCES Employment is also committed to developing inclusive, barrier-free selection processes and work environments. Please advise our HR representative or hiring manager of any accommodation measures that are required. Information received relating to accommodation measures will be addressed confidentially.

COVID-19 Response Plan:
ACCES continues to actively monitor the latest developments in the COVID-19 pandemic in Ontario. We will assess any new provincial and public health directions. At this time, ACCES is exercising caution to protect our community members by suspending the delivery of our in-person services. ACCES will continue to deliver all of our programs and services virtually and over the phone. To learn more about our comprehensive COVID-19 Response Plan click here: https://accesemployment.ca/wp-content/uploads/2021/04/ACCES_Employment_Covid-19_Response_Plan_Sept_15_2020_v3.pdf