



JOB POSTING: EXTERNAL

Coordinator, Connecting Canada

Location: Toronto

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.

ACCES Employment's new and innovative Connecting Canada project combines cutting-edge employment and social capital supports for pre-arrival newcomers with an integrated research component that explores how pre-arrival immigrants might be supported in starting their lives in smaller urban and rural communities.

The position of Coordinator, Connecting Canada is an exceptional career opportunity for someone with experience and/or interest in supporting the mobilization and creation of knowledge through research while simultaneously supporting the labour market integration of new Canadians. Reporting to the Manager, Pre-Arrival Services, the Coordinator's role involves ensuring the successful operation of the project's research component while assisting in the launch and regular operations of the Connecting Canada project. As part of the management team, this is a non-unionized position.

Duties & Responsibilities:

- Work closely with the pre-arrival services team, Connecting Canada research stakeholders, other project teams within ACCES and a wide range of external partners to support the research component of the Connecting Canada project
- Support the program's relationships with Connecting Canada community stakeholders, as well as other project teams within ACCES, to support the employment goals of Connecting Canada participants
- Assist in the overall project consistency, development and implementation of project evaluation systems and procedures, ensuring compliance with funder guidelines and targets
- Assists in the planning and scheduling of all project/program activities including events, guest speakers, meetings as required

- Coordinates the preparation, collection and maintenance of regular reports, schedules, and statistics
- Oversee data entry and data maintenance to ensure that program data is up-to-date and readily available internally as well as to Connecting Canada research stakeholders
- Promote the creation and maintenance of internal and external client referral networks
- Assist in the delivery of program services as needed
- Assist with marketing, promotion, and community/employer outreach
- Support program staff in helping to resolve common client issues
- Oversee day-to-day project delivery in the Manager's absence
- Make recommendations to the Manager regarding both, the research component and service delivery activities to improve project administration, efficiency and effectiveness
- Assist the Manager with HR activities, including but not limited to screening applicants, interviewing and hiring of staff, conducting staff orientation and onboarding, verifying time sheets and providing input to the performance review process
- Other duties as assigned including staff supervision as required

Qualifications:

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

- A university/college degree and minimum of 3 years of related experience
- Familiarity with quantitative and qualitative research methodology
- Experience or familiarity with evidence-based research practices
- Strong understanding of community engagement and experience applying community engagement principles to programming, particularly programming for pre-arrival newcomers
- Understanding of employment services and barriers to employment
- Excellent problem-solving skills, creativity and ability to engage various teams and work in a team environment
- Excellent interpersonal and self-management skills to work effectively with clients, co-workers, outside agencies and employers representing ACCES
- Excellent verbal and written communication skills
- Experienced and highly proficient working in an MS Office environment
- Previous experience in the not-for-profit sector and working in a diverse environment is an asset
- Knowledge of smaller urban and rural communities, regional differences, and/or coordinating national projects is an asset
- Ability to travel between ACCES locations and/or partner and employer organizations, or as needed
- Flexibility to work occasional evenings and weekends



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We are currently on a hybrid work schedule, working in the office and from home. This hybrid work schedule is subject to change based on business requirements.

***Please Note:** ACCES remains committed to its employees and to providing a safe workplace. As of October 1, 2021, candidates for employment are required to be fully vaccinated against COVID-19 and successful candidates must agree to obtain any additional vaccinations that may be required. Proof of such vaccination will be required. We will make accommodation for qualifying medical or religious exemptions. Employees who are not fully vaccinated due to a valid medical exemption must provide written proof from an allergist/immunologist/cardiologist.*

Job Application Instructions

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

ACCES Employment Hiring Committee

By Email: hr@acesemployment.ca

Candidates should state the position of interest 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.