



External Job Posting

Title: Project Manager, IT Connections & Cloud Computing

Reports To: Director, Bridging Services

Location: Brampton

Organization:

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.

Duties and Responsibilities:

- Oversee and manage virtual and in-person delivery of the Information Technology: Digital Economy Connections and Cloud Computing Connections according to the contract guidelines and terms to meet and /or exceed outcomes.
- Develop and implement an effective outreach strategy; identify partnerships with community organizations and support employer engagement activities for the both the Information Technology: Digital Economy Connections and Cloud Computing Connections.
- Manage the relationships with partners and stakeholders, coordinate joint events and other project-related activities, as required.
- Project manage and coordinate the development and delivery of each projects' components including budget, and contracts with suppliers.
- Source and oversee program delivery contractors as per ACCES procurement guidelines; ensure smooth delivery of program outcomes and conduct quality control checks as needed.
- Compile and analyze statistics and prepare reports required by both the funder and by ACCES leadership.
- Work closely with other ACCES managers and external partner organizations to ensure appropriate coordination of each program's components and events.
- Liaise with the Director, Bridging Services in the recruitment, hiring, orientation and training of new employees.
- Manage and supervise staff and provide leadership and expertise to the team, ensuring that all targets and deliverables are met consistently and in a timely manner.
- Conduct regular file audits on both programs to ensure proper documentation, tracking, and compliance with the programs' Policies and Procedures.
- Represent ACCES in community networks and collaboration initiatives.



- Demonstrate sensitivity and cultural awareness with respect to serving the needs of internationally trained newcomer clients.
- Other duties as assigned, including support of site activities, supervising staff on evening shift rotation, and support of other managers/activities as required

Experience and Qualifications:

- University/College degree
- 5 years of related work and management experience
- Previous experience in the not-for-profit sector and working in a diverse community is an asset
- Knowledge of emerging labour market needs and trends in the engineering sector is an asset
- Understanding of labour market challenges and barriers, particularly as they relate to internationally trained engineers is required
- Experience with working in an online service delivery environment, learning management systems and other online tools is considered a strong asset
- Project Management (PMP) designation, or in progress, is considered an asset
- Demonstrated leadership experience, a collaborative decision maker, and an open and effective communicator who values diversity
- Excellent verbal and written communication skills
- Excellent interpersonal skills necessary to work effectively with all levels in the organization as well as 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 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; including online virtual platforms Zoom, WebEx and Microsoft Teams
- Ability to travel between project/program delivery locations and/or partner and employer organizations, or as needed
- Flexibility to work occasional evenings and weekends

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.*



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.