



Internal/External Posting

Coordinator, Corporate Engagement - Toronto
Contract to December 1, 2017 with Possibilities of Renewal

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 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 Director, Corporate Engagement & Resource Development at ACCES Toronto, the position of Coordinator, Corporate Engagement will assist in the planning of employer activities and alumni engagement functions. The role will support the Corporate Engagement team with event planning, employer events, donor and alumni relations, corporate training and fundraising activities. This is a non-union position.

Key Responsibilities:

- Assist in the development of strategic business alliances that promote ACCES Employment's expertise (e.g. sponsorships, revenue generating services, job fairs, corporate training etc.)
- Lead on the coordination of Job Fairs specifically related to Syrian refugees
- Support Speed Mentoring® activities on behalf of Corporate Engagement's involvement
- Coordinate the ongoing maintenance and fostering of relationships with key stakeholders, partners, employers and sponsors
- Identify regular opportunities to engage and involve employers, partners and corporate sponsors in ACCES events
- Prepare and disseminate information packages and create and deliver presentations to recruit and develop strategic partners
- Support and coordinate the ongoing development of business networks and contact lists to develop corporate leads and referrals
- Strong involvement in the pilot project of an Onboarding fee-for-service training program with key partners; this will involve coordinating materials, logistics for roll-out, measuring results and planning for future deliveries
- Assist in database searches to seek grant and sponsorship opportunities
- Manage files, sponsorship contracts and tracking and align materials for entry onto SharePoint
- Handle access to proprietary and confidential information related to business development opportunities
- Other duties as assigned

Qualifications:

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

- Post-secondary education.
- Over 3 years' related work experience.



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- Relevant experience coordinating multi-stakeholder projects/programs and/or special events
- Experience in networking and relationship building
- Sound knowledge of the Canadian business/corporate sector
- Previous experience in the not-for-profit sector and working in a diverse community
- Excellent English verbal and written communication skills.
- Excellent interpersonal skills to maintain good working relationships necessary to work effectively with all levels in the organization and with clients, employers, community partners and service providers.
- Ability to prioritize, strong time management skills and flexible to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines.
- Strong attention to detail and accuracy.
- 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
- Strong attention to detail and accuracy
- Experience and highly proficient working in an MS Office environment
- Ability to travel between ACCES locations, to business partners, corporate sponsors, community partners, special events as required.
- Flexibility to work occasional evenings and weekends

Interested persons should send their resume with a covering letter

By **February 28, 2017** to:

ACCES Employment Hiring Committee

By email: hr@acesemployment.ca

(Please note, we will be reviewing resumes as they are submitted)

Candidates may be requested to complete a screening video interview using Spark Hire

ACCES Employment is an equal opportunity employer. We thank all applicants for their interest; however only those selected for an interview will be contacted.

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.