

Director, Program Development – Brampton Location

ACCES Employment is a leader in connecting employers with qualified employees from diverse backgrounds. 25,000+ job seekers are served annually at five locations across the Greater Toronto Area and through our online services. 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 an experienced leader who thrives in a flexible and innovative environment. ACCES offers an excellent benefits package, a RRSP matching program, and an Employee & Family Assistance Program.

The Director, Program Development reporting to the VP, Services & Program Development will be responsible for developing and implementing new and innovative service opportunities that support ACCES Employment's strategic priorities.

As part of the management team, this is a non-unionized position.

Key Responsibilities:

- Assist the Vice President of Services and Program Development to develop, implement and evaluate new programs and initiatives, and act as a lead in the submission of proposals for funding and services
- Assist the Vice President of Services and Program Development to further develop and implement the delivery of pre-arrival services at ACCES Employment
- Manage the reporting of program results, ensuring outcomes are consistent with funder contractual obligations
- Work in collaboration with the program administration team and program/project managers to establish consistent guidelines, standards, statistical and financial tracking for successful project outcomes and effective integration across all programs and services
- Provide programmatic leadership to the management team, identifying opportunities to maximize productivity, efficiency, and effectiveness of integrated programs and services in the organization
- Assume direct leadership of project teams as assigned
- Support the organization in the development and maintenance of stakeholder relationships
- Other duties as assigned

Qualifications and Experience:

- University Degree in a relevant field.
- Minimum 8 years related work experience; prior management experience
- Proven success in the area of proposal development and program implementation
- Excellent English verbal and written communication skills
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- In-depth understanding of strategic priorities specific to provincially and federally funded employment programs for New Canadians
- Demonstrated success in fostering and developing cohesiveness and productivity amongst management teams

JOB POSTING

- Demonstrated experience as a professional who is results oriented, customer focused, team player, adaptable, innovative, takes initiative, is an open and effective communicator and values diversity
- Demonstrated leadership experience as an open communicator, collaborative decision maker, creative and innovative thinker, and agile and flexible champion of change
- Excellent interpersonal skills to maintain good working relationships necessary to work effectively with all levels in the organization and with employers, community partners, funders 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
- Ability to handle the privacy of personal information and use sound judgment in protecting proprietary and/or confidential information related to business activities
- 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
- Previous experience working in the not for profit sector and working with a diverse community is an asset
- Ability to travel between ACCES locations or as required
- Flexibility to work occasional evenings and weekends

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.