

**Project Coordinator**  
**Contract Position to March 31, 2019**

***Brampton (Travel to other ACCES sites required)***

**ACCES Employment** is a leader in connecting employers with qualified employees from diverse backgrounds. 32,000+ 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, United Way of Toronto & York Region, corporate sponsors, and other various supporters.

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.

This position is an exceptional career opportunity for someone with program management, business development, and marketing skills in a very dynamic, not-for-profit organization. Reporting to the Project Manager at ACCES, this position provides an important support role to the team working with the Motive Power Connections Project to achieve and exceed targets and outcomes in the program. This is a non-unionized position.

**Duties and Responsibilities:**

- Support the Project Manager in the delivery of the Motive Power Connections Project according to the contract guidelines and terms to meet and/or exceed outcomes.
- In consultation with the Project Manager, provide direction and support to team members in the areas of case-management, documentation standards and compliance.
- Provide support and supervision to the project staff as directed by the Project Manager (may include providing back-up in absence of manager)
- Assists with HR activities to support Project Manager including interviewing and hiring of staff, conducting orientation and training, scheduling staff vacations, assisting with performance reviews etc.
- Responsible for scheduling of staff and program activities including job fairs, workshops and special events
- Work closely with the Project Manager and partner organizations to ensure appropriate coordination of project components.
- Liaise with partner organizations to coordinate joint events and activities.
- Prepare reports and track client participation and outcomes data into internal and external databases and ensure files adhere to proper documentation.
- Reports on program activities and makes recommendations to the Project Manager regarding strategies and activities to improve program administration efficiency and effectiveness; supports implementation of recommended strategies to help ensure program targets are met and/or exceeded.
- Provide support in preparing contracts with suppliers and according to project budget details.
- Organize and facilitate Advisory Committee meetings and evaluation activities to ensure project compliance with funders' guidelines and targets.
- Support the planning and delivery of employer events.
- Follow and enforce procedures established to protect worker health and safety

- Other duties as assigned including support of site activities and staff supervision as required and evening supervisor shift rotation

**Qualifications:**

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

- University degree
- Over 3 years of related work experience
- Demonstrated experience in case and file management
- Previous experience working in the not-for-profit sector and working in a diverse community within the employment services sector
- Understanding of labour market challenges and barriers, particularly as they relate to refugees and newcomer youth
- 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
- Excellent English verbal and written communication skills
- Excellent interpersonal skills necessary to work effectively with all levels in the organization and with clients, employers, community partners, 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
- Strong attention to detail and accuracy
- Ability to handle the privacy of personal information and use sound judgment in protecting its confidential and sensitive nature
- Exceptional planning, organization and problem solving skills; must be pro-active, and have a sense of urgency
- Experience and highly proficient working in an MS Office environment
- Ability to travel between project delivery locations, partner and employer organizations, or as needed
- Experience working with youth, newcomers and refugees and ability to speak Arabic is a strong asset

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

**ACCES Employment Hiring Committee**

**By Email: [hr@acesemployment.ca](mailto:hr@acesemployment.ca)**

**Please Note: These positions will be posted until they are 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.**

**JOB POSTING – Internal/External**

*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.*