

**Project Manager – Electrical Engineering Connections – York Region
Bridge-Training Program for Internationally Trained Individuals**

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 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.

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 Senior Manager of Engineering Sector Services, this position will involve the full management of our newly developed the Electrical Engineering Connections bridging program. This program will provide in-person support to clients in the GTA and online services to clients from across Ontario. As a member of the management team, this is a non-unionized position.

Duties and Responsibilities:

- Plan and implement the delivery of the Electrical Engineering Connections bridge-training program for internationally trained professionals
- Responsible for managing all project staffing activities including recruitment, supervision, on-boarding, performance management, coaching, staff engagement and training etc.
- Work closely with program partners and other stakeholders to oversee the development of program curriculum and content, including academic training, sector-specific job search and communications training (including the online delivery components of the program)
- Draft and execute service agreements with program partners and other suppliers and coordinate service delivery schedules and activities accordingly
- Work closely with other ACCES managers and partner organizations to ensure appropriate coordination of program components and related ACCES events
- Oversee key program activities such as client and employer outreach, scheduling service delivery, evaluation, collecting and monitoring client data and program outcomes
- Build and enhance partnerships with referral partners from across Ontario
- Establish and facilitate the activities of a Program Advisory Committee
- Responsible for compiling and analyzing program data; preparing all reports required by ACCES and by funders, pertaining to program activities and outcomes
- Work closely with ACCES Finance, Administration and Human Resources departments to ensure all program administration activities are completed
- Ensure full compliance with funders guidelines/contractual agreements
- Implement all program evaluation activities, analyze results and develop strategies for continuous improvement
- Follow and enforce procedures established to protect worker health and safety
- Other duties as required including support of site activities and evening supervisor shift rotation

Qualifications and Experience:

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

- A university degree and 5 years of related experience, including supervision, program development and project management.
- Demonstrated leadership skills and ability to manage multiple projects with great accuracy and attention to detail; 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.
- Experience and knowledge of the engineering sector and of online program delivery
- Excellent problem solving skills, creativity and ability to both lead teams and work in a team
- Excellent English verbal and written communication skills; effective presentation skills
- Previous experience working in the not for profit sector and working with a diverse community
- Excellent interpersonal skills and demonstrated ability to build and maintain good working relationships with all levels in the organization and with employers, community partners, funders and service providers
- Thorough knowledge of all facets of job search and career development including an understanding of labour market trends and resources, particularly as they relate to internationally trained professionals
- Experience working in an MS Office environment; familiarity with Internet, Excel spreadsheets and databases.
- Flexible to work occasional evenings and weekend hours
- Ability to travel between ACCES offices and to meet with community partners, etc.

Interested persons should send their resume with a covering letter on or before February 23, 2018.

Please send by email to the attention of:

ACCES Employment Hiring Committee: hr@acesemployment.ca

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

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 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.