

Project Manager, Speed Mentoring® en Français (Bilingual French/English)

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 skilled and career-oriented people who thrive 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 VP, Services and Program Development, the **Project Manager, Speed Mentoring® en Français** will oversee all aspects of project delivery of the Speed Mentoring® en Français program, working closely with ACCES staff and management, the Speed Mentoring® team, the Marketing and Communications team, and our partner Collège Boréal. The Project Manager will collaborate with employers, partners and other organizations to engage their participation as mentors and will coordinate the delivery of preparation workshops and Speed Mentoring® events across Ontario. The incumbent must be fully French/English bilingual. As part of the management team, this is a non-unionized position.

ACCES Employment's Speed Mentoring® en Français, our bilingual mentoring program offers newcomer francophone job seekers from 10 cities across Ontario the opportunity to meet face to face with employers through events that promote and showcase the unique skills and talents of French-speaking newcomers. This program is offered in the GTA, Ottawa, Kingston, Barrie, Hamilton, London, Windsor, Sudbury and North Bay.

Duties and Responsibilities:

- Oversee all aspects of project delivery of the Speed Mentoring® en Français program according to organizational goals as well as funder contract terms and guidelines, ensuring that all project deliverables and outcomes are met or exceeded.
- Work closely with the Speed Mentoring® team, Marketing and Communication team, ACCES staff and management and our partner Collège Boréal, to oversee, coordinate and support the delivery of Speed Mentoring® events across 10 Ontario cities.
- Work closely with employers and other organizations to facilitate their participation as mentees and mentors in the Speed Mentoring® program.
- Manage all logistics for events including room bookings, catering, adapting, translation and printing materials, RSVP management, communication with participants, and making travel arrangements.
- Collaborate with the Marketing and Communications team to develop and implement overall program marketing and outreach strategy to employers.
- Work with ACCES Speed Mentoring® team to coordinate development of online training modules, including engaging the appropriate stakeholders and vendor procurement.
- Develop and maintain reporting and administrative systems pertaining to all Speed Mentoring Program activities and outcomes.
- Compile and analyze program data, prepare all reports required by ACCES and by funders.
- Work closely with other ACCES managers as well as external stakeholders to ensure appropriate coordination of project components.

- Work closely with ACCES finance and administration departments to Manage program budget and oversee contracts with suppliers (e.g. assessment, curriculum development, translation services etc.).
- Review and audit project files (hard copy client files and electronic data base) to ensure proper documentation.
- Manage the delivery of employment preparation workshops to program clients.
- Report program activities and make recommendations to senior management regarding strategies and activities that improve program administration efficiency and effectiveness; support implementation of recommended strategies and ensure program targets are met and exceeded.
- Responsible for HR management activities including recruitment, supervision, performance management, staff engagement and training, etc., of staff and contractors working with the project.
- Other Duties as assigned.

Experience and Qualifications:

- University degree
- Over 3 years of related work experience; includes 1-3 year of supervisory or project management experience.
- Knowledge of key issues pertaining to francophones in Ontario and experience working in the francophone not for profit sector in Ontario
- Previous experience in the not-for-profit sector and working in a diverse community.
- Knowledge of labour market challenges and barriers, particularly as they relate to internationally trained professionals.
- Experience and highly proficient working in an MS Office environment.
- Ability to travel between project/program delivery locations and/or partner and employer organizations, or as needed.
- Flexibility for regular travel within the province.
- Flexibility to work occasional evenings and weekends.

Skills and Competencies:

- **Fully bilingual with excellent French and English verbal and written language skills.**
- Superior communication and presentation skills.
- Results orientation.
- Customer focus.
- Team player.
- Adaptability and flexibility.
- Creativity and innovation.
- Ability to take initiative.
- Collaborative decision making.
- Ability to navigate and manage change.
- Ability to prioritize, strong time management skills and flexibility to respond to time sensitive issues and frequently changing priorities while meeting competing deadlines.

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.