

**Project Manager, Canadian Employment Connections (CEC)**

**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.

ACCES Employment's **Canadian Employment Connections (CEC)** is an online program that provides sector-specific training and employment services to newcomers prior to their arrival in Canada.

This position is an exceptional career opportunity for someone with project development, leadership, business development, and marketing skills. Reporting to the VP, Services and Program Development, this position's primary responsibilities include project development, leadership and supervision to staff, along with the overall administration of the project outcomes. The project will deliver sector-specific bridging programs to overseas clients in multiple countries through an online services platform. As part of the management team, this is a non-unionized position.

**Duties and Responsibilities:**

- Plan and implement all project activities to support internationally trained professionals to meet their employment objectives
- Work closely with internal and external stakeholders to manage and oversee the online services platform, curriculum development and delivery, programs and other services offered
- Establish and build partnerships with international referral partners for the Canadian Employment Connections Program
- Responsible for compiling and analyzing program data; preparing all reports required by ACCES and by funders, pertaining to Program and outcomes
- Work closely with Project Managers, program teams and other ACCES staff to coordinate and support the placement of clients in various sectors across Canada
- Review and audit Project files to ensure proper documentation; and work in collaboration with our QA Department to ensure the compilation of program results/reports.
- 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 managing all program staffing activities including recruitment, supervision, performance management, staff engagement and training, etc.
- Work closely with ACCES finance, administration and Human Resources departments to manage program budgets and oversee employment and third party contracts

**Qualifications and Experience:**

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

- A university/college degree and minimum of 3 years of related experience, including supervision and project development/management.
- Experience with working in an online service delivery environment, learning management systems and other online tools is considered a strong asset
- Project Management (PMP) designation, or in progress, is considered an asset
- Understanding of labour market challenges and barriers, particularly as they relate to internationally trained professionals
- Excellent problem solving skills, creativity and ability to both lead teams and work in a team
- Excellent interpersonal and self-management skills to work effectively with clients, co-workers, outside agencies and employers representing ACCES
- Excellent verbal and written communication skills.
- Experienced and highly proficient working in an MS Office environment
- Previous experience in the not-for-profit sector and working in a diverse environment is an asset
- Ability to travel between ACCES locations and/or partner and employer organizations, or as needed.
- 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](mailto: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.*