

Program Coordinator, Newcomer Employment Services**Competition # 52-20**

Department: Government and Employment Programs	Salary Range: \$59,740 - \$74,675
Campus: Barrie – 48 Collier Street	Status: Full-time
Classification: Administrative	Posting Date: February 27, 2020

Reporting to the Manager, Employment Services, the incumbent oversees and manages the day-to-day activity involved in the Job Finding Club for Immigrants program (funded by Immigration, Refugee and Citizenship Canada (IRCC) to support immigrants and newcomers searching for work in Canada. Duties include staffing, operational, and planning aspects of the program. Specific duties include, but are not limited to:

Project Administration

- Creating timelines and setting targets for various project components ensuring compliance with the agreement
- Ensuring any required changes to existing curriculum for the program are developed and implemented into the program
- Recruiting and scheduling staff
- Administrating and tracking employment supports and budget expenditures
- Providing narrative and statistical reports ensuring compliance with reporting requirements in accordance with the funder
- Monitoring progress of the program and services delivered against funder targets, milestones and objectives
- Evaluating project success and recommending changes as necessary to ensure targets are achieved

Program Delivery

- Planning and coordinating delivery details and logistics
- Ensuring program materials are updated as required
- Completing an in-depth intake, and eligibility check, to select appropriate participants for the program
- Facilitating the delivery of the program
- Assessing participants for employment needs and offering ongoing support and referrals as required
- Providing and sourcing support, mentoring, and coaching for participants during the job search process
- Designing and conducting specialized job search supports and activities
- Preparing and maintaining detailed participant case notes
- Providing first point of contact for staff regarding program delivery and logistics inquiries

Project Liaison

- Overseeing the promotion and marketing of the program within the community
- Providing information regarding community supports and resources to support job search for immigrants
- Maintaining relationships with employers, community partners, and stakeholders
- Representing the college and the program at various events (i.e. community planning groups that serve the newcomer population, newcomer award events, etc.)

QUALIFICATIONS:

- Successfully completed a two year postsecondary diploma in a relevant field of study that may include, but is not limited to human or social services, business, psychology or sociology
- Three years' experience in a role providing employment coaching or counselling
- Experience working with community groups and agencies / working with newcomer client groups is preferred
- Experience working with labour market trends and information to assist in the development of service plans
- Demonstrated ability to work within specified employment program guidelines including Ministry of Advanced Training and Skills Development guidelines and work placement contracts
- Computer skills and experience with databases (entering, analyzing and maintaining statistical data), career planning software (i.e. Career Cruising, web-based assessments, etc.), Microsoft Office Suite (Word, Excel Outlook, etc.), and social media (Facebook, LinkedIn and Twitter)
- Proven communication (written and oral) and conflict resolution skills with the ability to work under pressure and respond effectively in difficult / sensitive situations
- Organizational and time management skills to handle multiple responsibilities
- Ability to take initiative, work independently, and as part of a team to achieve site targets
- Ability to maintain and adhere to confidentiality guidelines set out by program funder and Georgian College
- Ability to travel to off campus sites as required
- Ability to work flexible hours including evenings, weekends and non-mandatory statutory holidays
- Experience working with service plans in iCARE is an asset

Georgian College supports diversity, equity and a workplace free from harassment and discrimination. Georgian College is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment, selection and/or assessment process, please advise the interview coordinator of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. Alternate formats will be provided upon request throughout the recruitment and selection process.

APPLY NOW:

To be considered for this position, please visit our website at www.GeorgianCollege.ca and apply by navigating to About Georgian and then to Career Opportunities.

Applications for this position must be received by **5:00 p.m. on March 5, 2020**. While we thank all applicants, only those contacted for an interview will be acknowledged.