

JOB POSTING 2015-24-03
Program Coordinator
Employment Mentors Program
32 Hours/week
Maternity Leave/Temporary – 1 Year

As part of the Multicultural Department with Abbotsford Community Services, the Employment Mentors Program (EMP) Coordinator will work closely with immigrant and refugee clients, colleagues, employment services, local businesses and community stakeholders to provide wrap-around employment support for newcomers to Canada. The position requires excellent networking and communication abilities, exceptional organizational and data entry skills, and facilitation experience. Ability to prioritize, maintain client engagement and think innovatively to meet program targets is mandatory for the success of this program.

Responsibilities include:

Newcomer /Volunteer Recruitment and Management

- Recruit newcomers in need of employment support and discuss suitability for involvement in EMP;
- Perform one-on-one intake assessments with newcomer clientele and create strategic, individualized employment plans for success;
- Liaise with community members to promote EMP services and develop potential employment mentorships for future clientele;
- Guide and support initial match meetings between mentors/mentees, when needed;
- Consult with fellow employment programs for referrals, information sharing and collaboration of industry connection days/employment events;
- Maintain ongoing communication with newcomers to encourage continuous program involvement;
- Maintain up-to-date knowledge of local industry opportunities and networking events.

Program Coordination and Marketing Experience

- Coordinate networking opportunities and informational workshops for clientele targeting specific employment needs or industry-focused goals;
- Coordinate, facilitate and prepare curriculum for 'Employment Readiness', a workshop series focused on soft skill development for the Canadian labour market;
- Maintain advertising of EMP through displays, brochures, media sources, speaking opportunities and community events;
- Attend community and agency events related to mentor recruitment and/or client support.

Supervisory Skills

- Complete required monthly, quarterly and annual reports in a timely and efficient manner;
- Collect demographic information of newcomers and maintain confidentiality protocol;
- Maintain operational budget as outlined by Citizenship and Immigration Canada's funding guidelines;
- Hold regular team meetings and effectively delegate program tasks to Outreach Support Worker ensuring targets are prioritized and met;
- Conduct program appraisals and provide regular feedback for growth of team members;
- Attend department meetings and events on behalf of EMP team.

Administration and Technical Skills

- Maintain up-to-date clients files in database system (experience with iCare an asset);
- Ensure newcomer/volunteer manuals and other documents are current and relevant;
- Collect client feedback from workshops, Employment Readiness series, and mentorship matches, as well as client success stories, for reporting periods.

Qualifications:

- Degree in a Human Services Field or an equivalent combination of work experience and formal education;
- Minimum three-year experience in supervision of cross cultural staff or volunteer teams;
- Combination of human resource management techniques with strong public relations and interpersonal communication skills;
- Excellent understanding of employment needs among adult newcomers to Canada, as well as knowledge of government programs affecting newcomers' settlement needs;
- Demonstrated ability to connect clients to referral services, including labour market resources, educational outlets and professional associations;
- Ability to coordinate workshops/events with high attention to detail and organization;
- Experience working with Microsoft Office programs, including Excel and Outlook.

Closing date: September 1, 2015 @4:00pm

TO APPLY

Qualified applicants please e-mail a cover letter and resume with **reference 2015-24-03** to:

E-Mail: jobpostings@abbotsfordcommunityservices.com

Abbotsford Community Services

2420 Montrose Avenue

Abbotsford, B.C. V2S 3S9

Fax: 604-859-6334

***Only selected applicants will be contacted. No phone calls please.**

Abbotsford Community Services is an equal opportunity employer.

This is an exciting opportunity to work with one of Abbotsford's leading edge community service organizations. <http://www.abbotsfordcommunityservices.com>