

Job Title	Employment Coordinator
Programs	CareerNet Program
Departments	Employment
Reports to	Employment & Operations Manager

Who WE are?

The Saskatchewan Intercultural Association (SIA) is a social impact organization and was originally established in 1964 with culture at the core of its programs and services. SIA's employment programs are for Newcomers and Indigenous people with the objective of helping them learn about workplace culture and expectations while supporting them find employment. SIA's settlement programs support Newcomers to learn English, develop local life skills, and understand Canadian society so they can integrate more fully into the local community. The agency's intercultural programs provide opportunities for everyone to learn through heritage language training, cultural dance and performance, and intercultural and anti-racist education. Let's just say we are crazy about **CULTURE** and we are also a Great Place to Work.

Who YOU are?

As the Employment Coordinator for the CareerNet Program, you are an integral part of the SIA team and bring your passion for facilitating and providing career development to our clients. You will create safe and engaging environments where Newcomers can learn and develop their employability skills. You will work with a team of very creative and purpose driven individuals from all nations and act on SIA values of **Respect, Compassion, Trust, Inclusion and Kinship**.

What do WE offer?

At SIA, we are all about people and culture. We are truly a team in every sense: we trust one another and support each other towards a common goal. Every day through our programs we make a real difference to real people. By joining our team, you will be surrounded by highly motivated and passionate people. You will always be learning and improving in our consistently fun, safe, inclusive and a challenging environment. We will have your back so you can deliver results and do amazing work for Newcomers and Indigenous people.

How will YOU-WE work?

Everyone's safety and welfare are our key priorities. That being said, we do not want to let COVID-19 prevent us from doing the work that matters. We are utilizing all kinds of alternative methods in delivering our programming. Under the current circumstances, this position will be working part-time from home through several virtual means and connecting with clients and team members through online tools like Zoom, Moodle, and Microsoft Suite. Some in-person class time with clients is required of this position with safety precautions and procedures in place.

If you are the right candidate who is passionate, have the right skills and can adapt quickly to any situation, please review further details on the position.

Job Purpose

The CareerNet Employment Coordinator (CEC) is responsible for the overall coordination of the Program, including participant recruitment and selection, designing, coordinating, and facilitating an in-class and

online training program sensitive to the needs of the participants. The CEC will be responsible for writing narrative reports and spending the program budget appropriately under the supervision of the Employment & Operations Manager (E&OM).

Position Details

Hours

37.5 hours per week – evenings will be required

Wage

\$24.75 - \$26.75 per hour depending on experience & qualifications

Contract Length

September 14, 2020 – March 31, 2021 with possibility of extension

Deadline to Apply

September 4, 2020

Duties and Responsibilities

Program Administration

- Ensure all narrative and activity reports for the program shows demonstrated outcomes and share with management and funders before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to management, funders, and the finance department
- Communicate program objectives and specific client action plans with the other CareerNet Program employees and gather their reports and compile the information to provide detailed interim and final reports to the Funder
- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Strictly adhere to the program budget outlined by the E&OM and track financial spending by providing all documentation to the E&OM
- Purchase, receive, and distribute program supplies ensuring that program needs are always met
- Maintain proper filing of client information that is in compliance with confidentiality requirements
- Contribute to the program's renewal process with proposal writing abiding by funding guidelines and regulations
- Communicate, support, and meet regularly with other Employment team members

Program Coordination

- Promote and advertise the program in urban and rural communities within Saskatchewan
- Recruit participants, review applications, and place eligible participants in the program
- Develop and plan program curriculum for participants who are from culturally diverse backgrounds
- Deliver the employment skills workshops and coordinate the guest speakers and project activities
- Use online-communication software to host and deliver live/pre-recorded workshops/webinars to program participants, funders, and community partners
- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Establish and maintain a respectful and professional relationship with program participants
- Perform participant and program evaluations as required and initiate changes in course delivery when necessary
- Provide follow-up care and support for participants when needed
- Plan and organize program specific events as required

Agency Related Duties

- Actively participate in Agency staff meetings by bringing forward issues for discussion and sharing program information
- Attend meetings and be a contributing member of any committees deemed appropriate by management
- Provide timely updates, relevant posts, or any important information that would positively contribute to the Agency's website and/or social media sites
- Contribute to the planning and organizing of Agency initiatives or events when needed and promote to all contacts and partners when asked
- Participate actively as an Agency representative in collaborative partner networks and in related community activities when requested by management

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, English Language Arts, International Studies, Indigenous Studies, Women's and Gender Studies, Social Work or Psychology

Experience

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- 1-2 years' experience teaching adult learners employability skills
- An equivalent combination of education and work-related experience will be considered

Knowledge, Skills and Abilities

- Skilled at coordinating/teaching programming for EAL learners
- Knowledge and appreciation of contemporary issues related to equity, such as intercultural understanding, inclusion, anti-racism, Indigenous cultural safety, human rights, language rights and cultural retention
- Extensive knowledge of employment skills training/resources
- Ability to support other program staff in order to meet program outcomes
- Strong administrative and planning skills
- Excellent written and verbal communication skills
- Ability to work effectively in a culturally diverse environment
- Satisfactory typing and computer skills with the ability to use Microsoft Office software
- Excellent interpersonal and client-service skills
- Strong organizational skills with the ability to prioritize tasks and work as a team member
- Ability to multi-task and complete work with limited supervision

Requirement of Employment

- Criminal record check
- Access to high speed internet at home

Direct Reports

None

How to apply

Please apply through e-mail by sending your **Cover letter** and **Resume** as an attachment to jobs@saskintercultural.org

Indicate the title of the position in the subject line of the e-mail.

We look forward to connecting with you virtually and eventually in person too.

All the best!