

<b>Job Title</b>	Employment Coordinator
<b>Program</b>	LINC Program – Women LEAD
<b>Departments</b>	Language
<b>Reports to</b>	Language Program 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 us 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 LINC Program, you are an integral part of the SIA team and bring your passion for teaching 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 your clients.

### 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

Employment Coordinator (EC) is responsible for the overall coordination of the Women LEAD LINC class, including participant recruitment and selection, designing, coordinating, and facilitating a training program that is employment focused and sensitive to the needs of the participants. The EC will be

responsible for writing narrative reports and spending the program budget appropriately under the supervision of the Language Program Manager (LPM).

### **Position Details**

#### **Hours**

37.5 hours per week

#### **Wage**

\$24.50 - \$26.50 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**

- Work as a liaison between the LINC team and Employment team in order to provide the most up to date employment training to the LINC participants
- Ensure all narrative and activity reports show demonstrated outcomes and share with LPM before contractual deadlines
- Provide all necessary information and documents in a timely and effective manner to the LPM and the Bookkeeper
- Communicate Women LEAD objectives and specific client action plans with the other team members and gather reports and compile the information to contribute to detailed interim and final reports
- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Establish and maintain a respectful and professional relationships with program staff, participants, and classroom location partners
- Work closely with the Lead Childcare Worker (LCW) and the LINC Instructor for the Women LEAD program
- Strictly adhere to the program budget outlined by the LPM and track financial spending by providing all documentation to LPM
- 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
- Assist the LPM with additional duties related that support the LINC Program as requested

#### **Program Coordination**

- Promote and advertise the Women LEAD LINC class in the community
- Recruit participants, review applications, and place eligible participants in the program
- Meet with clients one-on-one to discuss career goals and potential employment and work placement opportunities
- Develop and plan employment-based curriculum for participants who are from culturally diverse backgrounds
- Provide employment training to Women LEAD LINC participants and coordinate the guest speakers and project activities

- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Assist LINC Instructors with facilitating portions of the employment readiness sessions
- Provide support to LINC Instructors in securing resources related to employment
- Research and provide clients with information on companies/organizations that match their career goals
- Set up work placement interviews and when successfully completed, coordinate the work placement details and the signing of the agreement with participants and work placement hosts
- Provide participant support and one-on-one career counseling when necessary
- Establish and maintain respectful and professional relationships with program participants and work placement hosts
- Develop and administer methods of evaluation in order to receive valuable feedback from participants and work placement hosts about their successes and challenges
- Maintain proper filing of client information that is in compliance with confidentiality requirements
- Provide follow-up care and support for participants and work placement hosts when needed
- Plan and organize program specific events as required

## **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
- Experience offering employment training is an asset
- An equivalent combination of education and work-related experience will be considered

### **Knowledge, Skills and Abilities**

- Skilled at coordinating/teaching programming for visible minorities and 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 supervise other program staff in order to meet program outcomes
- Strong administrative and financial management 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
- Valid class 5 driving license and access to vehicle

## 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](mailto: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!