

Job title	<i>PACT Mentoring Coordinator</i>
Program	<i>PACT Program</i>
Department	<i>Employment Programs</i>
Reports to	<i>Employment & Operations Manager</i>

Job Purpose

This position is responsible for setting up occupation appropriate work placements for program participants and provide support and resources to both participants and work placement hosts during the placement period. This employee meets individually with participants to work towards achieving steps in their career action plan. This position administers evaluations to the participants and the work placement hosts and collects their feedback for reports. This position also works in collaboration with the Program Coordinator (PC) to assist with recruitment and selection of participants for each intake.

Position Details

Hours

37.5 hours per week

Wage

\$23 - \$26 per hour depending on experience

Contract Length

March 25, 2019 – March 31, 2020 with possibility of continuing.

Deadline to Apply

March 13, 2019

Duties and Responsibilities

Program Coordination & Support

- Promote and advertise the program in the community
- Support the PC with the recruitment and selection phase of the program
- Meet with participants one-on-one to discuss career goals and potential work placement opportunities
- Research and contact companies/organizations that match participants' 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
- Respond appropriately to the personal barriers which may be preventing participants from pursuing and achieving employment success
- Provide participant support and one-on-one career counseling when necessary
- Provide ongoing support and employment counseling to current and past program clients
- Act as a liaison between clients and employment hosts to develop ongoing employment support systems to address specific and individual needs (i.e.) communication skills, cultural tendencies, additional training services (computer courses, technical courses, etc.)
- Develop and administer methods of evaluation in order to receive valuable feedback from participants and work placement hosts about the successes and/or challenges of the placement

- Establish and maintain a respectful and professional relationship with program participants and work placement hosts (employers)
- Provide follow-up care and support for participants and work placement hosts (employers) as needed
- Support the PC with planning and organizing any program specific events when required
- Facilitate the in-class training and workshops in the absence of PC

Program Administration

- Use computer word processing, spreadsheets, and online database software to prepare required reports and documents
- Write reports on the work placement portion of the program and share with the PC, management and funders before contractual deadlines
- Request payroll from employers in order to provide reimbursements and maintain an updated list of work placements details on each intake
- Provide all necessary information and documents in a timely and effective manner to management, funders, and the Bookkeeper
- Maintain proper filing of client information that is in compliance with confidentiality requirements

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in the areas of Commerce, Education or the Humanities with a background in one or more of the following areas: Social Sciences, Political Studies, English Language Arts, Commerce, or Psychology

Experience

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

Knowledge, Skills and Abilities

- Skilled at coordinating programs for visible minorities and EAL learners
- Knowledge and appreciation of contemporary issues related to aspects of multiculturalism such as intercultural understanding, equity, human rights, language rights and cultural retention
- Extensive knowledge of the Saskatchewan labour market, job trends, employment opportunities, and the hidden job market
- 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

- Clear criminal record check