

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

Job Purpose

The PACT Program Coordinator (PPC) is responsible for the overall coordination of the Program, including participant recruitment and selection, designing, coordinating, and facilitating a training program sensitive to the needs of the participants. The PPC 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

Wage

\$24 - \$27 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 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 the Management, funders, and the Bookkeeper
- Communicate program objectives and specific client action plans with the other PACT 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

Program Coordination

- Promote and advertise the program in the community
- 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
- 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 as necessary
- 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

Qualifications

Education

- An undergraduate degree (not restricted to, but preferably) in one of the following areas: Commerce, Education, Sociology, Political Studies, English Language Arts, International studies, or Psychology

Experience

- 1-2 years' experience coordinating in the non-profit and/or settlement sectors
- 1-2 years' experience teaching adult learners
- 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 aspects of multiculturalism such as intercultural understanding, equity, 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

- Clear criminal record check