

JOB DESCRIPTION

Position Title: Bridging to Employment Program Coordinator

Section: Special Program



PRIMARY FUNCTION

Working as part of a team, the Bridging to Employment Program Coordinator will lead the development of a new program aimed at promoting language learning for Canadian Language Benchmark (CLB) Level 5 through 8 learners focused on acquiring employment in the customer service industry. This position will liaise with internal departments, community agencies and employers to ensure the delivery of a well-rounded program aimed at preparing clients for employment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manage the delivery of the Bridging to Employment Program Project
- Coordinate various aspects of workshops to be delivered as part of the training that will prepare clients for employment
- Consult with Westman Immigrant Services staff, community partners, employers and clients to identify client and workforce needs
- Research existing programs and best practices throughout the sector and the community to determine their suitability for our program
- Coordinate a one-week workplace practicum for all students at the conclusion of both cohorts
- Promote the program to potential clients within the community, including through social media
- Keep informed of current resources, trends, changes and service gaps in the local workforce and within ethno-cultural groups
- Enter all services provided in the appropriate database. Maintain and submit statistics and reports as required
- Strive to achieve all targets and outcomes, as outlined by program funder
- Respect professional boundaries and maintain client confidentiality
- Perform other related duties as assigned

BASIC QUALIFICATIONS

- Post-secondary education and/or related experience in program or community development and employment facilitation would be an asset

KNOWLEDGE, SKILLS AND ABILITIES

- Strong presentation skills, ability to communicate in personal and professional settings; excellent oral and written English skills
- Ability to work collaboratively with management, staff, employers and community stakeholders
- Ability to work in a multicultural environment and possess understanding of the needs of newcomers
- Problem-solving skills and ability to work independently in a fast-paced environment
- Culturally aware and respectful of the knowledge and experience of our learners
- Planning, organizational and time management skills
- Strong computer skills including Microsoft Office, Excel & Publisher; database management experience an asset

PHYSICAL DEMANDS

- Using computer for extended period
- Spend long hours sitting and standing

CONDITIONS OF EMPLOYMENT

- A Police Criminal Record Check
- Must possess and maintain a valid Class 5 Manitoba Driver's License with access to a reliable vehicle
- Minimal evening and weekend work may be required

POSITION DETAILS

Job Type: Term position

Hours of work: 37 hours every week (Full time from November 16, 2020 up to March 31, 2021).
Within the hours of 9 a.m. to 5:00 p.m. Monday-Thursday (4:30 p.m. on Friday)

If you are interested in this position, please send a reply with a cover letter and resume by email, to:
info@westmanimmigrantservices.ca

Deadline to apply – November 6th or until filled

Thank you to all who apply, but only those selected for interviews will be contacted.

Funding provided by:

The Government of Canada
The Manitoba government