

JOB POSTING

Job Position: Project Coordinator – SEW Project
Department: Community Services
Status: Full-Time – 35 hours per week
Location: Mississauga, Brampton & Oakville
Compensation: \$28.00 per hour plus a generous RRSP plan, group health benefits and professional development support

Indus Community Services is an accredited, not-for-profit community benefit organization that has served local communities for over 32 years. We are a registered charity, supported by our donors and by all three levels of government. Through our professional staff, we are a leader in the provision of culturally appropriate services to newcomers, families, women & seniors.

Vision: Leaders in building strong and supportive communities.

Mission: Supporting our growing communities to manage change through quality client-centered social & health services and responsive public education.

Position Summary:

The Sewing for Entrepreneurial Women (SEW) Project is a unique training program for newcomers who have some basic sewing skills or interest in enhancing their sewing skills. The program is designed to provide skills enhancement in sewing techniques, occupation specific language training, financial literacy and small business management. Under the guidance of the Manager - Settlement Services, the incumbent will be responsible for the overall coordination, planning and administration of the SEW Project.

Responsibilities and Duties: *(but not limited to)*

- Responsible for the coordination, planning and administration of the SEW Project.
- Develop outreach and marketing strategies to promote and recruit program participants.
- Conduct needs assessments and hold focus groups to ensure appropriate program design.
- Build partnerships with a variety of organizations to ensure placement opportunities for program participants.
- Assist in sourcing and purchasing required equipment and setup of the program room.
- Responsible for curriculum development in consultation with the Manager, Language Instructor and Sewing Instructor.
- Organize relevant presentations to enhance participants' financial, business, entrepreneurial, customer service and communication skills.
- Facilitate referrals and access to services within the agency and in the community.
- Input accurate data in iCARE and Caseworks database and ensure all statistical and narrative reports are completed within assigned timelines.
- Participate in staff and team meetings and professional development opportunities as required.
- Train and mentor volunteers and student placements as assigned.
- Perform other duties as assigned.

Qualifications and Skills:

- Post-secondary education in social services, adult education, social enterprise, business or related field.
- Minimum of two years direct experience in project coordination with proven skills in partnership building, coordinating project communications, curriculum development, resource development and problem-solving skills.
- Demonstrated success in coordinating training, capacity building and placement/mentorship activities.
- Demonstrated skills in entrepreneurship development, group facilitation and conflict resolution.
- Demonstrated sensitivity and sincere interest in meeting the needs of newcomers.
- Demonstrated experience in the client-centered case management service delivery approach.
- Solid interpersonal, problem-solving, decision-making, analytical and research skills.
- Strong attention to detail and flexible to deal with changing demands of the job.
- Demonstrated verbal & written English communication skills.
- Second language is an asset.
- Computer proficiency in Windows Office Suite and the internet and experience using a database system.
- Ability to work flexible hours including occasional evenings and weekends and from a variety of identified locations.
- Ability to work in a culturally diverse environment and a strong understanding of inclusive and equitable service delivery.
- Current Criminal Record Check including Vulnerable Screening will be required.
- Valid Driver's License with own transportation is required.



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Interested candidates are invited to submit their application, including a complete resume of qualifications and experience, electronically to hr@induscs.ca by 12:00pm, June 15th, 2018. Please ensure your application email has the subject heading of 'Project Coordinator – SEW Project - (insert your name)'

This job posting is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization.

Indus Community Services is an equal opportunity employer and is committed to establishing a qualified workforce that is reflective of the diverse populations we serve. We are committed to accommodating people with disabilities as part of our hiring process. If you have special requirements, please advise Human Resources during the recruitment process. We encourage applications from all qualified individuals; however, only those under consideration will be contacted. **No phone calls please.**

Posting Date: June 1, 2018