



JOB POSTING

Project Coordinator, CASIP Employer Services Network

Reporting to the Project Manager, CASIP Employer Services Network (ESN), the Project Coordinator provides coordination in, and support to, a collaborative project between CASIP agencies www.casip.ca, TRIEC, community partners, and employers with ACCES as the lead agency.

This position is a 1 year contract with possibility of renewal. The position will be situated in the ACCES location of Toronto, North York or Scarborough with travel to partner and employer locations in the GTA.

Responsibilities:

- Assist with planning, scheduling, and implementation of all project events, meetings, and activities, including catering, preparation of minutes and other documentation
- Work with the Project Manager to oversee all aspects of project administration
- Provide training and on-going, daily, support to 20+ Job Development Consultants and CASIP Managers on all tools used by the project, including trouble-shooting user issues related to the job-sharing website
- Assist with website development and maintenance.
- Assist with the development and implementation of systems and procedures for the evaluation of the program, ensuring compliance with funder guidelines and targets
- Assist with all aspects of employer engagement events, activities
- Assist with marketing and promotion of the CASIP ESN, including community outreach as well as employer outreach.
- Assist CASIP partners and stakeholders, ensuring all client needs are met.
- Provide support with the preparation of regular reports and statistics as required.
- Oversee project delivery in the Project Manager's absence.
- Other duties as assigned

Qualifications:

An organized self-starter with experience and/or education in the following areas:

- Post-secondary degree or equivalent experience in a similar environment, preferably in project coordination/management in the Human Services sector.
- Thorough knowledge of all facets of job search and career development including a strong understanding of labour market trends and resources.
- Experience in the non-profit sector and working with a diverse community.
- Proficient in computer applications including website maintenance and databases.
- Ability to manage schedules, statistics, and client tracking through computer software applications.
- Demonstrated experience in case and file management.
- Ability to work effectively with clients, co-workers, outside agencies and employers.
- Exceptional organizational skills, and able to take initiative.
- An expert ability to consider, manage and attend to details.
- Excellent interpersonal, problem-solving and creative skills.
- Ability to handle confidential, sensitive and personal information.



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- Excellent English verbal and written communication skills.
- Ability to travel between partner and employer organizations locations, as needed

Interested persons should send their resume with a covering letter

By 12 noon, Monday April 18, 2011 to:

CASIP Hiring Committee

**By email: hr@accesemployment.ca
or fax: (416) 644 6364**

ACCES Employment is an equal opportunity employer.
We thank all applicants for their interest. However, only those selected
for an interview will be contacted.