



Project Manager, CASIP Employer Services Network

This is an exceptional career opportunity for a strong leader with project/program management, relationship-building skills, and recruitment and employment sector experience in a very dynamic, not-for-profit organization. The CASIP Employer Services Network (ESN) project is a collaborative project between CASIP agencies www.casip.ca, TRIEC, community partners, and employers. ACCES Employment leads the project on behalf of CASIP.

Reporting to the Sr. Director, Services and Organization Development at ACCES Toronto, the Project Manager provides an important management role as liaison with, and support to, the CASIP members, and all project partners and stakeholders.

This position is a 1 year contract, with possibility of renewal. This position will be situated in the ACCES Toronto office with travel to partner and employer locations across the GTA.

Duties and Responsibilities:

- Train, liaise and motivate a partnership of 20+ Job Developer Consultants in employment development initiatives, job placements, and use of the job-sharing website.
- Support the project Steering Committee, Co-Chairs, and any sub-committees
- Facilitate full participation of CASIP agency managers, community partners and project partners.
- Develop and implement an employer marketing strategy to increase employer awareness of the services and supports available through community-based organizations such as CASIP, and other service partners, to support hiring internationally-trained individuals.
- Lead all aspects of planning and delivery of employer events and recruitment fairs.
- Develop, market and pilot new initiatives with community and project partners that will increase project effectiveness and sustainability
- Manage the development and implementation of program elements such as: evaluation, collection and maintenance of statistics from a tracking system and job posting website
- Prepare all reports and statistics as required by ACCES and funder.
- Oversee website development, maintenance and updates.
- Overall evaluation of program and ensuring program compliance with funder guidelines and targets, and integration with other CASIP initiatives.
- Oversee all administrative functions such as catering, agendas, minutes and arrangements for network and Steering Committee meetings.
- Promote CASIP, the collaborative services provided by CASIP members and partners, and the Employer Services Network.
- Develop connections with other communities and networks, and share the CASIP ESN model
- Supervise any related project staff, contractors and suppliers.
- Other duties as assigned.



Qualifications and Experience:

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

- Five years of experience in Human Services.
- Two to three years experience in progressively senior roles in marketing and program/project management.
- Completion of a university degree in related field.
- Solid experience in employer relations and/or recruitment, is a strong asset.
- Experience in the employment sector is an asset.
- Understanding of website use, development and maintenance.
- Proven interpersonal skills, enthusiasm and ability to both lead teams and work in a collaborative team environment, representing CASIP
- Excellent English verbal and written communication skills.
- Experience working with a diverse community.
- Understanding of labour market challenges and barriers, particularly as they relate to internationally trained professionals.
- Outstanding diplomacy and problem solving skills.
- Experience working in an MS Office environment; familiarity with Internet and databases.
- Ability to travel between partner and employer locations
- Flexible to work from different office locations in the GTA.

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.