

## **Co-ordinator of Employment Supports**

Full time

East Scarborough Storefront is a unique consortium of partner agencies bringing a wide variety of services to the East Scarborough community. Storefront staff act as a bridge between community members, services and resources.

### The Position

The purpose of this position is to ensure that the employment supports and strategies offered to the Kingston Galloway community through the Storefront are effective and grounded in community need and Storefront vision.

- The specific responsibilities for this position include:
- Assessing what employment needs in the community and ascertaining what strategies Storefront staff, partners and volunteers can put in place to meet those needs.
- Ensuring the smooth running of the employment resource centre which is a unique space within the Storefront service delivery hub
- Ensuring compliance with relevant legislation including Employment Standards, Health and Safety, Human Rights etc
- Developing communication materials for residents about what they can expect from Storefront and what supports are available to them
- Working closely with the Co-ordinator of Community Resources to ensure seamless services to people seeking employment
- Promoting the employment programs and services of the Storefront in the community, including conducting presentations
- Compiling, maintaining and reporting on monthly, quarterly and annual statistics
- Recruiting, orienting and supervising all employment specific staff at the Storefront
- Facilitating meetings designed to reinforce collaboration and co-operation in assisting people to find employment
- Build relationships with businesses with an aim to being an HR resource to them
- Writing letters of support, reports and funding proposals as required
- Playing an active role on the Storefront's Co-ordinating team and making a positive contribution to the organization as a whole

### Qualifications:

- At least two years experience in project or program co-ordination and/or related post secondary education

- Knowledge of and demonstrated ability to use effective tools and strategies to find employment
- Knowledge of issues, trends and legislation pertaining to employment and labour market research
- Ability to motivate others to try new approaches to job search
- Experience and ability to facilitate peer support groups
- Demonstrated understanding of non-profit organizations, their diverse mandates and diverse needs
- Understanding of the benefits of using collaboration to enhance service delivery
- A thorough understanding of health and safety as it relates use of facilities by the public
- Flexibility to perform a wide variety of tasks
- Demonstrated leadership and facilitation skills
- Self motivated
- Excellent verbal and written English communication skills
- Attention to detail and accuracy handling statistics, petty cash and communications
- Skilled at priority setting

Full time Monday to Friday, schedule to be determined, some evening and weekend work required.

Please forward resumes in person or by mail by July 19 at 5:00 (Please note email or fax applications will not be accepted)

East Scarborough Storefront                      attention: Anne Gloger  
4040 Lawrence Ave E  
Scarborough, M1E 2R2

East Scarborough Storefront encourages applicants from all Human Rights protected groups. The Storefront Partners are committed to hiring staff members who reflect the diversity of East Scarborough.

No phone calls please. We regret that only those selected for an interview will be contacted.