



## INTERNAL / EXTERNAL JOB POSTING

### Program Coordinator, Job Developer (SEAM) Part time Permanent

**Massey Centre (“the Centre”)** is an award-winning, accredited Children’s Mental Health Centre that is a multi-service, non-profit, unionized, community agency located in the east end of Toronto. The Centre is committed to nurturing empowerment, independence and growth for young pregnant and parenting women, children and families in a non-judgmental, inclusive environment by providing a residential care and treatment program; supportive transitional housing; on-site high school program, community housing support and referral services; and maternal infant mental health programs and services. We do this by working collaboratively as a multi-disciplinary team with community partners to provide holistic programs and support that respond to mental health, education and transitional needs. The Centre also operates an EarlyON Child and Family Centre and an Early Learning Centre. All the programs and services are open to families, young women and their children living in the broader community.

The Centre has a part time opening for **Program Coordinator, Job Developer, Success in Employment for Adolescent Mothers (SEAM)**. Reporting to the Supervisor, Community Programs, the Program Coordinator, Job Developer will be responsible for developing and cultivating strong relationships with businesses and stakeholders who will become employers, coaches, guest speakers, community partners and advocates for our organization and the SEAM project. The Program Coordinator, Job Developer will also be responsible for finding work placements for all clients engaged in the program.

**Term:** Permanent Part-time (20 hours/week)

**Program:** Success in Employment for Adolescent Mothers (SEAM)

**Reports to:** Supervisor, Community Programs

**Qualification:**

- Post-secondary degree in marketing, communications, business, management, education or a related field.
- Minimum 3 years working in a similar position and providing coordination for a program or project, with demonstrated success in setting and achieving program targets
- Proven skills in sourcing and/or sales and marketing, using a variety of methods, e.g. networking, referrals, recruitment, internet job postings, database searches, showing, promoting and selling products or services, and cold calling
- Experience working with pregnant or parenting young women 15-30 years old with chronic unemployment issues
- Knowledge of the issues that impact pregnant and parenting young women 15-30 years old; especially the barriers facing racialized pregnant and parenting young women in the context of the supports they require to sustaining employment
- Ability to assume responsibility and use initiative in order to conduct research, acquire information, secure participants and identify areas for improvement and solutions
- Must possess proactive critical thinking skills, time management, attention to detail and resourcefulness.
- Able to think ‘outside the box’, where creativity is used to reach goals/targets/problem solving and provide motivational concepts while maintaining the integrity of the program and agency goals

**Date of posting: September 27, 2021**



## INTERNAL / EXTERNAL JOB POSTING

### Program Coordinator, Job Developer (SEAM)

#### Part time Permanent

- Self directed and results oriented; able to work in a performance-based system with a proven track record and dedication to meeting targets and deadlines
- Knowledge and understanding of the target groups, labour market information and resources in Toronto
- Ability to establish and sustain a solid working relationship with employers and clients through a commitment of delivering a high level of customer service at all times
- Excellent communication, negotiation, interpersonal, written communication and time management skills with great attention to detail and pride in work output
- Good working knowledge of Microsoft Office Suite (e.g., Word, Excel, Access, PowerPoint)
- Ability to speak a second language especially French is considered an asset.

#### **Working Condition:**

- 20 hours/week; some flexibility of work hours of work required depending on program needs and employers' needs
- shared office space, open concept office/workshop area
- required to meet with employers virtually or on the phone, and travel to employment site at least once

**Closing Date:** October 11, 2021; 5:00 p.m.

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code*, *Accessibility for Ontarians with Disabilities Act, 2005*, and the *Massey Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

Massey Centre encourages applications from persons who represent the diverse populations we serve.

**Qualified applicants should send their cover letter and resume by the closing date to:**

**Human Resources**

**Massey Centre**

**1102 Broadview Avenue**

**Toronto, ON M4K 2S5**

**Fax: 416-425-4056**

**OR**

**Email: [hr@massey.ca](mailto:hr@massey.ca) (please quote "Program Coordinator, Job Developer (SEAM) in the subject line)**

*We thank all applicants, however, only those we select for interview will be contacted.*

**Date of posting: September 27, 2021**