

## **Project Manager, Jane Finch Youth Employment- Collective Impact Initiative**

Our Collective has been working together through a visioning process for the last 3 years in designing an approach to Workforce Development focused on NEET+ youth from Jane-Finch that supports individuals in a holistic way. Our working goal is that by 2033, 1000 multi barrier, racialized NEET+ Jane Finch youth between the ages 16-29 will progress on their personal pathway and have a career plan leading to gainful employment. The collective's workforce development framework focuses on two key levers:

- a. Community Coordination-Developing a more coordinated system between employment stakeholders to increase the systems efficiency and address current barriers faced by youth with employment service providers, while simultaneously engaging in community advocacy, and aligning community resources.
- b. Pathway Coaching-Adopting a Pathway Coaching model that supports our priority youth population in attaining their desired outcomes in terms of both personal and professional goals.

### **JOB PURPOSE**

The project manager will work closely with the collective's members to support the creation and execution of the Launch Phase of our initiative in order to prepare for a successful Execution phase immediately following. The successful candidate will be responsible for overseeing and coordinating all aspects of the Launch Phase with particular emphasis on addressing identified gaps within the Community Coordination lever of our initiative. Our hope is that the Project Manager will be able to transition to the Community Coordinator at the Execution phase.

### **MAJOR DUTIES**

- Develop relationships with businesses (local employers and anchor institutions in community employment initiatives), labour, employment services agencies, and other institutions in the Jane Finch neighbourhood and in the broader GTA, in collaboration with other workforce development integration models currently engaged in other communities. This is in order to understand the community coordination needs and jobs potential of the youth we serve.
- engage with employment services agencies, wrap around support organizations, government agencies and community programs to streamline and ensure NEET+ youth can participate freely in our coordinated services without major barriers.
- initiate contact with funder government agencies and agencies to inform them about this collective work and eventually have the collective and results of the project influence to change how they fund employment services in a more holistic manner

- ensure that community resources are in place to provide coordinated support for participants. This will include:
  1. developing partnerships with businesses, employment agencies, unions, training colleges, post secondary institutions, etc, in local community and beyond
  2. Identifying and creating a directory of local and regional social support partners (i.e. mental health and addiction services, food access, shelter/housing support, mentorship, etc)
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- Engage in advocacy efforts to address the deficiencies in the youth employment system, including: all levels of government, community (youth coalitions/groups), employers, youth employment, education, training organizations, institutions, funders

**Skills:**

1. Excellent communicator and creative thinker
2. Excellent verbal and written communication skills.
3. Deal courteously, tactfully, and effectively with people.
4. Able to work effectively both independently and as a member of a team.
5. Exercises initiative and sound judgment and maintains confidentiality.
6. Works calmly and effectively under the pressure of frequent interruptions.
7. Good organizational skills, including setting priorities and meeting deadlines.
8. Project planning, risk management, time management and other project management skills.
9. Proven ability to complete projects according to outlined scope, budget, and timeline
10. Collect and manage project team.
11. Monitor project progress and present to stakeholders reports on progress as well as problems and solutions.
12. Measure project performance to identify areas for improvement.
13. Measure project performance using appropriate systems, tools and techniques

**Educational Requirements:**

University degree in social service field, or other relevant subject areas, or equivalent on-the-job experience.

**Experience Requirements:**

- a. Minimum two years of recent and related experience in community outreach and/or workforce development and proven project management and related experience.
- b. Experience working with or living within the Black Creek/Jane and Finch community or other similar communities, with lived experience as an asset.

c. Proven fundraising and grant writing experience.

**Salary:** \$37.50 per hour for 35 hours a week. (\$68,250 per annum. 6 month contract with high probability of being extended beyond that period)

**Contacts:** Please send your resume and covering letter for the Project Manager position to [jfyouthemployment@gmail.com](mailto:jfyouthemployment@gmail.com)