



Program Coordinator, Career ReSet Internal/External

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Canada

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.

If at any time during the application and selection process you require accommodation, please email Pam Coates.

Program Coordinator Job Posting

POSITION SUMMARY: The Program Coordinator is responsible for implementing the Career ReSet program (including expected outcomes) for participants and employers based on community development theories and in consultation with internal and external stakeholders. This position is an integral member of the Career ReSet team, supporting continued program development. This is an in-scope position.

POSITION REPORTING:

Reports to Manager, Employment Services

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Comprehensive benefits and pension
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

HOURS OF WORK:

Monday to Friday days, 37.5 hours per week

Full-time, Temporary, In-scope

MAJOR RESPONSIBILITIES:

- 1. Follow accepted program development practice, facilitate the development of outcomes, outcome measures and program interventions to achieve those outcomes:**
 - Continually seeks input and information from internal and external stakeholders as to current needs of women and employers
 - Creates strong links with external stakeholders and other resources to ensure a broad knowledge of Saskatoon's labour market, community resources and employment training
 - Works to create collaborative partnerships to create program interventions utilizing existing expertise; and
 - Understands that evaluation is part of program development and ensures that there is an evaluative component for program interventions.
- 2. Instruct program components that are culturally diverse and result in increased competencies and improved work readiness in construction industry trades occupations:**
 - Utilize established assessment tools and screening processes to understand participants' strengths, weaknesses, interests, aptitudes and work readiness
 - Counsel and guide participants to transition through appropriate steps to enhance employability and essential skills, improve level of functioning in skill competencies, understand workplace expectations and acquire abilities that positively impact obtaining and maintaining employment

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Saulteaux, Dakota, Lakota and Nakoda peoples, as well as the Homeland of the Métis Nation.

We pay our respect to the First Peoples of this land and affirm our commitment to authentic, meaningful and action-led truth
and reconciliation.

Program Coordinator Job Posting

- Deliver informal and formal training relevant to participants' employment goals utilizing adult education
 - Liaise with other community resources, linking participants to these services; Match participants and their goals with appropriate career and employment opportunities; and
 - Understands the importance of a well-functioning team and supports sustaining a culture of well-being and teamwork.
- 3. Collaborate with employers to create partnerships and implement strategies to positively impact work environments to be welcoming and respectful to a highly skilled and diverse workforce:**
- Identify job openings, skill needs and job requirements
 - Work with employers to determine what supervisors really want in an employee and understanding the actual capabilities of the employee
 - Identify barriers and implement strategies in the workplace to reduce risk and influence positive changes; and
 - Liaise with employers to monitor progress, determine and provide job maintenance supports.
- 4. Maintain accurate records and reports, and monitor budgets and financial statements:**
- Must have basic statistical and financial understanding
 - Keeps track of reporting requirements for all program grants received
 - Tracks qualitative and quantitative information for evaluation of programs; and
 - Under the supervision of the Director Employment and Learning, tracks all expenditures to ensure they are within the resources and requirements of all program funding.

QUALIFICATIONS AND EXPERIENCE:

The ideal candidate will have:

- Post-secondary education in Social Work or Social Sciences or an equivalent combination of related education and experience may be considered.
- Minimum two years of experience delivering group and individual employment services with an adult education focus for participants facing multiple barriers to employment.
- Proficient in delivering training utilizing a blended approach of in-person and online (i.e. Zoom, social media, Google Classroom) tools.
- Knowledge of Saskatoon's labour market and the employment challenges for older workers re-entering the workforce.
- An understanding of, and commitment to, the philosophies of YWCA Saskatoon.

WAGE: \$ 21.89 - \$25.36 per hour (Program Coordinator wage grid)

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CONTACT INFORMATION:

This is a full-time temporary position, ending August 31, 2025, with a potential start date of October 1, 2024. Please note SEIU-West is the union and bargaining agent for all in-scope employees at YWCA Saskatoon. Applications in the form of a resume and cover letter outlining qualifications and experience relevant to the position's responsibilities will be accepted until **4:30pm, September 23, 2024** and should be forwarded to:

Pam Coates, Manager - Employment Services

Email: pcoates@ywcaskatoon.com

YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.

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