

**Project Coordinator Required - 18-Month Contract Position
'Building Stronger Indigenous Labour Market Program
and Service Links with Employers'**

Nature and Scope

Indigenous Works is seeking a Project Coordinator for a new project commencing December 2017 and ending May 31, 2019. 'Building Stronger Indigenous Labour Market Program and Service Links with Employers' seeks to develop better linkages and opportunities between companies and organizations working in the Indigenous labour markets for the Information Technology and Advanced Manufacturing Sectors in Southern Ontario. There are opportunities to increase Indigenous employment in these sectors if improved service linkages and engagements can be developed.

The project seeks to: (i) Improve employer awareness, access and use of federal, provincial and post secondary education (PSE) labour market programs and services supporting Indigenous labour market development and participation; (ii) Increase engagement and collaboration between employers in key demand sectors and federal, provincial and PSE Indigenous labour market programs and service providers; (iii) Improve alignment / coordination and delivery of federal, provincial and PSE labour market programs and services to support labour market development; (iv) showcase and highlight best practices in Indigenous labour market training / skills development and support Indigenous recruitments/job placement through a regional 'Workforce Connex' engagement facilitation event.

About Indigenous Works

Indigenous Works (*formerly, the Aboriginal Human Resource Council*), is an ISO certified national social enterprise established in 1998 with a mandate to improve the inclusion and engagement of Indigenous people in the Canadian economy. For nearly 20 years, we have worked with companies and organizations to strengthen their performance and results in Indigenous employment, workplace engagement and inclusion. Partnerships are key to developing the right relationships and generating better results. Indigenous Works is addressing relationship building and responding to the growing need for stronger partnerships between Indigenous-owned enterprises and corporate Canada. This project is timely given calls by the Truth and Reconciliation Commission and Government of Canada to renew relationships and ensure that Indigenous peoples have equitable access to jobs, training, and education opportunities for the betterment of Canadian society and our economy.

Project Activities

The objective is to encourage coordination and alignment of Indigenous labour market services to industry segments with common labour market supply and demand issues. The sector approach will also support the mobilization of existing industry and partnership networks in advancing Indigenous job opportunities.

- (i) a preliminary regional sectoral labour market (LM) situational analysis drawing on and summarizing existing sectoral and labour market research and analysis (ii) employer/industry and LM program and service inventories in the project area.
- Establish a jointly-led employer/Indigenous project committee to: (i) inform, develop, endorse and guide regional project strategies (ii) provide input and advice on initial Indigenous and employer engagement protocols (iii) assist in coordination and planning of information and orientation sessions.
- Prepare a labour market network service inventory including employers, industry associations, Indigenous LM service providers (ASET holders), PSE training institutions/Indigenous student services; provincial LM training and industry/workplace programs. The inventory should contain brief descriptions of the services/resources including key contacts and be disseminated and validated via project committee networks and made fully accessible via the web.
- Prepare regional LM situational analysis report for the industry segment (i.e., a labour market supply/demand snapshot highlighting key industry trends, workforce occupational and skills profiles). Disseminate and validate via project committee networks and make fully accessible via the web. Translate final versions.
- Identify and summarize Indigenous labour market service issues / gaps from perspective of primary stakeholders (e.g., training/skills, recruitment/retention, and links/collaboration with key partners/stakeholders)
- Plan and deliver 6 regional/local information and labour market program and service orientation sessions using a combination of face to face and interactive technology (e.g. webinars). These sessions will be an opportunity for labour market service specialists including ASET holders, provincial LM program experts, PSE specialists to present and share resources and information. Each service and orientation session should target a minimum of 20 employer/industry representatives and 5-10 labour market program/service specialists.
- Plan and convene 1 regional Indigenous Workforce Connex engagement facilitation forum targeting a minimum of 100 employers and a minimum of 50 labour market stakeholders from the LM program/service, training and PSE spheres.
- Document and report employment opportunities among participating employers. Document and report Indigenous job referrals and hires among targeted employers.
- Conduct committee, stakeholder and Workforce Connex follow-up surveys/analysis to determine: service awareness, utility, opportunity and anticipated follow-up use.

Performance Areas

This is a 18-month Southern Ontario-based contract position with a capped budget of \$50,000 professional fees (1year 4 months total budget). The coordinator will report to a project manager who is overseeing this position. S/he will also liaise with three other project coordinators in other provinces (SK-Clean/Renewable Energy Sector, AB-Foodservices/Hospitality Sector, BC-Warehousing/Transportation Sector) who are also part of the project team.

This project is funded by Employment and Social Development Canada (ESDC) and as such there are reporting and monitoring requirements for this project. Indigenous Works takes pride in its relationship with the federal government of Canada and it has put into place systems which ensure exemplary project accountability and stewardship of public funds.

- This position will be responsible for overall project management;
- Develop project work plan and monitor the project to ensure timely adherence to project schedule and achievement of project outcomes;
- Acts as a public face to the project, ensuring Indigenous Works' brand integrity at all major events and through project assets, reports etc.;
- Lead on project internal communications (Indigenous Works senior management, accounting, admin, etc);
- Provides guidance on external communications and interfaces with external contacts on an *as and when* basis (companies, industry associations, ASETs, other Indigenous organizations, post secondary institutions, etc.);
- Provide overall quality assurance to the project, meets objectives and conforms to council and government expectations;
- Hire and develop terms of reference for a variety of specialty project services including communications, web work, printing.
- Responsible for project reporting, assisting with liaison or monitoring requirements with government project authorities;
- Attends all project committee meetings;
- Attends Workforce Connex engagement facilitation event potentially playing a facilitation role;
- Indigenous Works is the project proponent but it too offers labour market services which will be valuable to project participants and stakeholders. The coordinator will ensure that Indigenous Works products and services are appropriately promoted and communicated in the context of this project;
- Monitor and assist contract coordinators in post- event follow-up;
- Prepare a project final report.

Indigenous Works

Skill and Experience Needed

- Proven project management and coordination experience;
- Ability to work in a cross-cultural environment (companies and Indigenous);
- Superior written, oral communication skills;
- Financial and public administration skills;
- Work in a team environment with members that are based in other parts of Canada;
- Provide project direction as a team member and gather and coordinate information from other team members;
- Use web-based programs to manage and track results;
- Organize and manage multiple, concurrent assignments and projects; effectively taking into consideration one's own workload and the workload and shifting constraints, impacts and priorities of Indigenous Works and your colleagues;
- Contribute to the organizing of public, special and other events;
- Effective time management skills;
- Strong budget and financial skills;
- Ability to collaborate with external partners;
- Ability to measure performance impacts.

Considerations

We are an equal opportunity employer. Preference will be given to hiring an Indigenous person with the skills and qualifications for the job.

To Apply For This Position

Qualified applicants should submit their cover letter and resume, with references, before the closing date (November 27, 2017) by email to Yvonne Marshall (ymarshall@indigenouworks.ca). No telephone calls please.