

JOB SKILLS PROGRAM COORDINATOR

The YWCA St. Thomas-Elgin, established over 110 years ago, is a not for profit, social service agency governed by a volunteer Board of Directors.

Position Summary

The Youth Engagement Program Coordinator is responsible for providing youth facing barriers to employment obtain the knowledge and develop the broad range of skills and work experience they need to participate in the labour market. The position encompasses job functions included job development and job coaching. They will deliver employment interventions to youth including group-based employability skills workshops and employability skills through work experience. This individual will liaise with the business community and cultivate relationships with employers to develop employment opportunities for youth ages 15-30. The YEP Coordinator will work as part of a team, in tandem with a second Coordinator focusing on joint goals and project milestones.

Role and Responsibility

- Network with potential employers in the community to develop and identify employment opportunities for youth. Cultivate and foster ongoing relationships with local businesses and employers from a variety of sectors.
- Support employers with participant agreements, documentation and project management.
- Match youth with work experience opportunities based on skill, interest and labour market.
- Assist youth with resume writing, job searching and interview preparation.
- Provide youth with information on job maintenance and job dissatisfaction.
- Assist youth with establishing strong job seeking skills, positive attitudes and interview readiness.
- Maintain accurate case notes and client files.
- Develop and deliver Group Based Employability Skills workshops.
- Write with monthly and final program reports.
- Demonstrate and model self-confidence and leadership.
- Create an inclusive team atmosphere for youth.

Key Qualifications and Competencies

- Post Secondary Education may include: Career Counsellor, Job Coach, Bachelor's Degree, Child & Youth Worker, Social Work (or related field).
- Minimum 3 years' experience.
- Previous community related experience a definite asset and knowledge of local business community. Experience working with youth.
- Advanced communication skills required, both written and oral.
- Demonstrated ability to interact with people in a sensitive, tactful, diplomatic and professional manner at all times.
- Good organizational, time management and prioritizing skills.
- High level of critical and logical thinking, analysis and reasoning.

Compensation

- The YWCA offers a competitive compensation package including salary and benefits.

Apply

- Applicants are invited to submit their resume no later than Aug 26, 2019 to Jeannette Singh, Director of Housing at jobs@ywcaste.ca