



PROGRAM COORDINATOR

Women Breaking Barriers (WBB) Program

Full-time, one-year contract position

Times Change Women's Employment Service is an incorporated non-profit charitable community agency. For 47 years, we have been providing women with free employment workshops, computer training, counselling and resources. Our mandate is to advance gender equity by helping women increase their prosperity and security through sustainable and satisfying employment.

Overview

Women Breaking Barrier's objective is the transformation of non-diverse male-dominated workplaces to cultures that are inclusive in the recruitment, retention, and advancement of women. The WBB Program Coordinator is responsible for designing, developing, implementing and coordinating the Women Breaking Barriers Program at Times Change.

Responsibilities

- Oversee all aspects of the WBB program
- Partner with diversity organizations and stakeholders to inform the project's strategic plan and program development
- Assist with program development and improvements; develop strategies to identify and address gender barriers to employment and facilitate job retention
- Liaise with community and private partners and actively engage in outreach activities to promote program and recruit participants
- Engage with employers (small to mid-sized companies in particular) to garner employers' commitments to improved workplaces for women
- Coordinate and facilitate diversity training to employers' management and staff
- Engage with Times Change clients to expose them to non-traditional occupations through career panels and employment opportunities with our diversity-committed employers
- Provide job coaching in groups or one on one to employers and their employees, as well as Times Change clients to support job retention
- Recruit mentors from within the employer or community agencies, sector councils and professional bodies that help mentor new hires (recruit by leading information sessions and marketing to employers, community agencies, sector councils and professional bodies using LinkedIn and other social networks)
- Screen, train and match mentors/mentees using established guidelines; conduct mentor/mentee orientation sessions

- Maintain mentee/mentor records including referrals and matches
- Build and maintain relationships with mentors to ensure repeat business
- Design and conduct surveys and program evaluations to measure program impact
- Keep all program statistical records, preparing reports on program progress and outcomes
- Perform admin tasks as required

Qualifications

Education:

- Post-secondary education in a related field i.e. Career Development Practitioner programs, human resources management, diversity/inclusion/equity studies, social sciences, women's studies, social work, law, political science or related field OR acceptable combination of education, training and relevant experience.

Experience:

Minimum of 1 - 3 years of experience in the following:

- Applying current equity, diversity and inclusion theories, principles, and practices to programming
- Demonstrated experience with equity data analysis
- Educating, coaching, advising, and consulting on equity, diversity, and inclusion issues and influencing individuals in a non-reporting relationship
- Establishing, maintaining and growing professional and business relationships with diverse stakeholders
- Demonstrated experience in development and implementation of a program
- Preparing and facilitating learning programs, and developing related documents, manuals and guides pertaining to inclusion, diversity and equity

Skills:

- Keen awareness of issues facing women and excellent knowledge of challenges and systemic barriers for women seeking employment in non-traditional female fields
- Thorough understanding of principles of equity, diversity, and inclusion and advancing gender equality through an intersectional lens
- Thorough understanding of the key processes used to successfully design, develop and implement an equity, diversity, and inclusion strategy and programs
- Strong ability to network and work collaboratively with internal and external stakeholders
- Ability to work independently with minimal guidance and/or supervision.
- Excellent program coordination skills, including strong administrative skills, superior time management skills, detail-oriented, and well-organized
- Facilitation, negotiating and mediation skills

- Ability to function as an agent of change seeking increased alignment with stated diversity, equity, and inclusion values; able analyze needs and propose solution
- Ability to work in a fast-paced environment and manage multiple, often competing priorities with a positive attitude
- Independent self-starter; self-motivated, self-directed, goal and results-oriented, with ability to set priorities and remain focused on results
- Comfort with ambiguity and change
- Excellent verbal, written, dispute resolution, facilitation and interpersonal communication skills
- Capability to coach, mentor and case manage
- Equipped to work remotely; adequate internet capabilities
- Knowledge of online communication platforms, techniques, and tools (e.g. Zoom, OneDrive) with an aptitude and willingness to learn and work with new technologies
- Intermediate to advanced knowledge of Microsoft Office Suite
- Proficiency using social media and LinkedIn

Hours: 35 hours per week

Pay: \$30 per hour

Start Date: ASAP

Please email your résumé and cover letter to: [hiring@timeschange.org](mailto: hiring@timeschange.org)

Cover letters are to be addressed to: Hiring Committee

Subject line: WBB Program Coordinator application

Application Deadline: Friday, December 10, 2021 by 5:00 p.m. Candidates are strongly encouraged to apply earlier than deadline, as we are contacting successful candidates for interviews as we receive applications

The hiring process is governed by the Times Change Workplace Discrimination and Harassment Prevention Policy. We value diversity and inclusion and encourage candidates from varied backgrounds, including those who may require accommodation, to apply to join our team. As an agency providing front line service to women, only those who are qualified and identify as women will be considered (reference: Section 24 (1) (a), Special Employment, Ontario Human Rights Code)

No phone calls or email inquiries please.

We thank all applicants for their interest. Due to the volume of applications, only those selected for an interview will be contacted.