

PROJECT COORDINATOR

Founded in 1995, YES Employment + Entrepreneurship is a non-profit community-based organization dedicated to enriching the community by providing English-language support services to help Quebecers find employment and start and grow businesses. We are looking for a committed candidate to fill a position coordinating an employment project for marginalized women. The ideal candidate has experience coordinating and developing employment related programs and is familiar with the employment issues facing marginalised women in Montreal. They are a self-starter who exhibits exceptional attention to detail and is able to adapt quickly to respond to various stakeholder demands and has an affinity for the non-profit sector.

Position Summary

Reporting directly to the Project Manager, the Project Coordinator works to provide support in launching and then achieving program deliverables and support services offered to the *Women's Employment Readiness Quebec* (WERQ) project. The successful candidate pays strict attention to detail, thrives on rigid deadlines, juggling multiple tasks, working independently AND in a collaborative team environment, all while delivering excellent client service.

About the Project

The Women's Employment Readiness Quebec project (WERQ) is a pre-employment training program designed to help marginalized women transition to new employment or to enter or re-enter the workforce. YES recognizes the importance of taking a holistic, intersectoral approach to helping vulnerable women enter and succeed in the workplace and as such, will work with a variety of stakeholders such as businesses, educational institutions and other community organizations to develop partnerships that will benefit our clients and provide them with opportunities that will support their upward mobility and success. WERQ aims to help participants navigate and thrive in an ever-changing labour market and take steps towards ensuring economic empowerment.

The Duties and Responsibilities Include but are not limited to:

- Creating and maintaining administrative and statistical records for program reporting
- Screening program participants for interview eligibility during recruitment period and contributing to the creating and delivery of educational workshops as needed
- Maintaining a working knowledge of support services and external resources pertaining to marginalized women in Montreal, as well as facilitating the referral process in connecting women to appropriate resources as needed
- Supporting the Project Manager in the recruitment of participants, community outreach for external facilitators, volunteers, mentors or partner employers and assists in the creation and organization of program resources, documents and materials
- Providing peer support and check-ins with program participants
- Establishing contact with employers who have inclusive hiring practices and are open to interviewing and potentially hiring program participants
- Developing and delivering workshops on a weekly basis that address the specific needs of the population
- Following-up and providing participants with one-on-one support as needed
- In conjunction with the Program Manager, accompany participants to job interviews and follow-ups
- Creating surveys to measure employers and/or participant experience of the WERQ program and extract data
- Supporting the Project Manager in the creation and delivery of activity reports, stats and project documentation
- Entering all the data into the CRM as per the organization's standards

How to Apply

Send both your cover letter and resume to fa@yesmontreal.ca

Only those candidates chosen for an interview will be contacted.

YES is committed to equal opportunity employment and encourages applications of all backgrounds to apply.

YES Employment + Entrepreneurship

666 Sherbrooke St. W., Suite 700

Montreal, Quebec H3A 1E7

T: 514-878-9788

info@yesmontreal.ca | yesmontreal.ca

Knowledge, Skills and Qualifications

- Post-Secondary education in a related field
- Experience working in a coordinator role with knowledge of and experience with inclusive practices, social justice issues and employment barriers for marginalized populations
- Good communication and interpersonal skills capable of maintaining strong relationships
- Strong organizational and multi-tasking skills
- Excellent analytical and problem-solving abilities
- Team-management and leadership skills
- Ability to use project management tools and techniques
- Motivated with strong follow through and self-direction on assignments
- Very detail-focused and organized – your high standards are reflected in your work
- Time management skills with the ability to meet deadlines and take initiative
- Digitally savvy ... CRM/database management, Knowledge o MS Office, social media
- Respects and adheres to timelines and deadlines
- Flexible – able to shift gears quickly
- Personable, positive, friendly
- Bilingual (French and English)

Benefits: YES is proud of its diverse, committed, focused and respectful staff and volunteers. YES has a dynamic and fast paced work environment and offers its employees:

- 10 paid sick days/personal days per year
- Group Insurance plan (Life Insurance/ Health & Dental/ Disability Insurance), Employee Assistance Plan
- VSRP (Voluntary Sector Retirement Plan)
- Closed between Christmas and New Year
- 11 Statutory holidays
- Professional development opportunities
- Hybrid work model

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