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| Position Title: | Canadian Work Experience Project Coordinator |
| Department: | Community Innovation |
| Reports to: | Special Projects Manager, Community Innovation |
| Contract Dates: | November 2021 – March 2022 (renewal subject to funding) |

Summary

The Canadian Work Experience Project Coordinator will work under the direction of the Special Projects Manager, Community Innovation, to examine the concept of Canadian Work Experience (CWE) and critically assess the exclusionary, racializing and disproportionate effect this job requirement has for racialized im/migrants. Outcomes of this project include proposed changes to policy and practices, as well as the production and testing of resources, tools and practical alternatives that foster equitable hiring processes.

Key Responsibilities

- Convenes and facilitates a multi-disciplinary Advisory Committee that will guide the design, implementation and evaluation of the project.
- Conducts research specific to CWE as a hiring determinant, which includes literature review, surveys, interviews and focus groups engaging HR professionals, industry experts, service providers and newcomers.
- Coordinates, hosts and facilitates targeted community engagement activities including dialogues on topics including systemic racism and workplace discrimination.
- Develops and tests tools and resources for HR professionals and employment service providers to identify transferrable international experience and skills, and replace biased hiring practices and perceived barriers relating to workplace culture.
- Works collaboratively with the Special Projects Manager, Community Innovation to create evaluation frameworks and synthesize data to produce reports and recommendations.

Job Posting

- Ensures the project is guided through a multi-sectoral, anti-oppression lens and centres experiences of racialized migrants who have experienced challenges accessing meaningful employment as well as employers and HR professionals.
- Contributes to a positive, supportive and collaborative team environment ensuring high performance, respect, trust and innovation.

Qualifications

- Understanding of systemic racism and equity as it relates to employment.
- Understanding of current HR hiring practices and barriers to employment for racialized im/migrants.
- Ability to develop and maintain positive relationships among diverse internal and external partners.
- Demonstrated ability to take initiative, step outside of your comfort zone and embrace learning through action.
- High level of critical and logical thinking, attention to detail and research and analysis skills.
- Strong communicating, writing, editing, presenting and facilitating skills
- Comfortable working with a variety of computer software applications and has the ability to learn and adapt to new technologies as needed.
- Familiarity of and/or lived experience of diversity, is considered a strong asset.
- Ability to speak multiple languages is considered an asset, but not required

Key Competencies

- **Values.** Behaves consistently with clear personal values that complement Impact North Shore's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices. Contributes to a respectful and client-centered workplace.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting changing demands of clients, funders, and other stakeholders.

Job Posting

- **Accountability.** Accepts a culture of accountability; takes personal ownership. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement.
- **Engagement.** Shows passion for the job engages people in delivering results.
- **Effective Communication.** Fosters open communication, listens to others, speaks effectively, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows directions and procedures and ensures deliverables are meet on time and according to agreed standards.
- **Strategic Thinking.** Has a vision for the future, builds plans, and makes decisions to get there. Aligns delivery with the strategic directions of Impact North Shore.
- **Results Focused.** Action-oriented. Maximizes organizational effectiveness and sustainability. Aligns people, work, and systems to meet objectives.

We strongly encourage applications from IBPOC, LGBTQ2S+ people, im/migrants and newcomers, and other underrepresented communities.

Additional Information

Hours: 28 - 35 hours / week

Salary Range: \$29 - 33 per hour

Posted until filled. Resumes reviewed upon submission.

Please submit resume and cover letter via email to hr@impactnorthshore.ca using “Canadian Work Experience Project Coordinator” in the subject line

Impact North Shore, formerly North Shore Multicultural Society, is an Equal Opportunity Employer. Only short-listed applicants will be contacted. No phone calls please.