



JOB POSTING

Position: Program Coordinator – Partnering for Success in Youth Employment (PSYE)

Conditions:

- 6 month employment contract with possibility of extension
- 35 hours per week at \$50,000 per annum pro-rated to six months
- Some evening and weekend work required

Overview of the Position:

This is a six month employment contract (with possibility of extension subject to funding) to advance the Partnering for Success in Youth Employment (PSYE) initiative of the Social Planning Council of Ottawa. PSYE is a collective impact initiative mobilizing a broad cross section of the community to improve unemployment and under-employment of 15-29 year olds in Ottawa. PSYE is hosted by the Social Planning Council of Ottawa working on behalf of 18 partners, who are collaborating on four inter-related strategies. PSYE is building a comprehensive, innovative and systemic response to the complex challenge of youth unemployment and under-employment. The Program Coordinator will be responsible for partnership development, engaging the business community, building cross-sector collaboration, communications and resource development using a lens of sustainable local economic development.

Duties:

Under the supervision of the SPCO Executive Director, and in collaboration with the PSYE partners, the Program Coordinator will

- Broaden engagement of the business sector in all aspects of the program.
- Coordinate the establishment of a cross-sector leadership table to provide high level guidance for the initiative (including recruitment, on-boarding, serving as secretariat to meetings)
- Coordinate monthly meetings of community agency partners
- Develop and implement a communications strategy.
- Design, organize and deliver public events to advance the initiative
- Undertake resource development based on advice of the community agency partners and the cross-sector leadership table
- Work with the evaluation team to ensure completion of the evaluation
- Prepare reports to funders and maintain program files in electronic or paper format as required.
- Perform other duties as assigned.

Requirements:

- University degree in a relevant field (social sciences, economic development, the social economy or related field) or equivalent combination of experience and training

150 Gloucester Ave, Ottawa, ON, K2P 0A6

Phone: 613-236-9300 ext 300

<http://www.spcottawa.on.ca>

Fax: 613-236-7060

Email: office@spcottawa.on.ca



- Good understanding of the social economy and/or sustainable local economic development
- Good understanding of issues related to youth employment and entrepreneurship
- Excellent communication and interpersonal skills
- Experience working collaboratively in a multi-sector environment, building and maintaining strong partnerships.
- Good communication skills in English (oral and written) including facilitation;
- Sound judgment, diplomacy and tact to lead multi-sector groups including the ability to negotiate conflicting views.
- Well organized.
- Ability to work independently with minimum supervision and as a member of team
- Proficiency in the use of computers and various software applications.

Assets:

- Experience working with youth or groups facing barriers in the labour market.
- Experience working with small business owners.
- Communications expertise
- Experience in project management with ability to achieve expected results on time and budget.
- Experience writing project proposals
- Creative thinker with the capacity to develop and implement innovative approaches to issues.
- Strong leadership and decision making skills.
- Proficiency in French or other languages.
- Valid driver's license and access to a vehicle.
- Experience with volunteers, professionals and community members.

Please send cover letter and resume by: **May 24, 2018, 5:00 p.m.**

Applications can be submitted by:

E-mail to: office@spcottawa.on.ca, or

Fax to: (613) 236-7060, or

Mail or drop off to:

150 Gloucester St

Ottawa, Ont. K2P 0A6

We regret that we cannot answer inquiries or phone calls about this position. For more information about our organization and our work visit our website at www.spcottawa.on.ca. The Social Planning Council is an equal opportunity employer and encourages applications from members of equity seeking groups.

150 Gloucester Ave, Ottawa, ON, K2P 0A6

Phone: 613-236-9300 ext 300

<http://www.spcottawa.on.ca>

Fax: 613-236-7060

Email: office@spcottawa.on.ca