



Director of Settlement and Labour Market Access- Job Posting

Position Type: Full Time, Permanent (Manager/Supervisor of staff)

Location: Successful candidate may be located in Metro Toronto Area, Hamilton, Peterborough, or National Capital Region (Ottawa/Gatineau)

Job Opening: May 13, 2021

Job Closing: May 28, 2021

The YWCA Canada senior management team is a team of highly energetic, inspired and dedicated professionals committed in supporting the mission and vision of YWCA Canada. Reporting directly to the CEO of YWCA Canada, this position oversees the development and delivery of reskilling programs and wrap around support for women entering high-skill jobs in sectors traditionally under-represented by women, connecting them with the workforce.

Learn more about YWCA Canada:

YWCA Canada is the country's oldest and largest women's multi-service organization. Our 31 local YWCA Member Associations across the country serve women and girls in nine provinces and two territories. YWCA Canada is the nation's single largest provider of shelter to women and children fleeing violence. For more information visit www.ywcacanada.ca, find us on Twitter @YWCA_Canada or at www.facebook.com/ywcacanada.

Role Summary:

With demonstrated ties within the community and employment sectors, and a passion for helping newcomers build on their existing skills and increase their opportunity to apply their knowledge and experience within the workforce, you are looking for a role that is on the frontlines of change. To develop and deliver on programming and collaboration that truly impacts settlement employment opportunity.

Within the role of Director, Settlement and Labour Market Access you will collaborate with member associations and academic and corporate partners by developing and delivering reskilling programs and providing wrap around support. This will address labour market challenges by increasing the talent pipeline

available through reskilling and transitioning women into high-skill jobs in sectors traditionally under-represented by women.

You will develop a virtual practice firm environment to assess and test cohort participants' skills, and develop practical experience based on current employer talent pipeline needs. You will help participants develop leadership and management skills needed to navigate, communicate, and address the risks and challenges within high skilled jobs. As a result, you will be positioned to collaborate with corporate partners to develop and identify opportunities for women to obtain gainful robust employment within the workforce.

With two direct reports, you lead by example, and bring a collaborative, inclusive approach to building relationships and creating safe space for participants to demonstrate their true potential. You have a constant pulse on the community and its trends and needs. You are passionate about programs and services and are disciplined when it comes to data collection, evaluating and measuring programs and reporting on impact and growth.

As an integral member of the YWCA Canada senior leadership team, the responsibilities of the Director (supported by the CEO) include:

Key Duties and Responsibilities:

- Conduct virtual program intakes, orientations, pre-certification programming, testing, exercises, simulations, focus groups, action labs while developing promising practices, tools and resources to impact labour market practices. Ensure the delivery of quality programs, tools and resources based on funder and contract deliverables for 40 women and gender diverse people annually.
- Work with member associations and partners to recruit participants and provide wrap around services along with training programs.
- Coordinate with training partners to develop and deliver reskilling programs.
- Engage and collaborate with corporate partners to develop and identify employment opportunities for participants.
- Supervise and support staff in the planning, developing, implementation, and evaluation of program deliverables, analyzing of data collected, and impact reporting.
- Create, monitor and evaluate program plans, frameworks, and reporting systems.
- Initiate, grow, and maintain strong stakeholder relationships with relevant funders, project and community partners.
- Develop and maintain a pulse (knowledge and trending) of community needs, legislative changes, governance and policy, funding, and timely programming.
- Create virtual capacity building opportunities for front line YWCA staff to upskill in areas of settlement, labour market access coaching, information & referral.

- Collaborate with local YWCA staff to pilot and draft programme standards to support strategic plan goals around support newcomers and women/gender diverse people experiencing gender based violence.
- Liaise with local YWCAs, private sector and non profit partners in YWCA labour market access programming through mentoring, coaching and online community development opportunities.
- Participate as an active member of the leadership team working towards the mission, core deliverables and values of YWCA Canada.
- Support the development and growth of staff and/or volunteers, provide feedback, leadership, and communicate any changes in direction.
- Identify opportunities for grants and funding. Write, edit, and facilitate the development of funding proposals, contracts, and timely reporting requirements.
- Identify additional opportunities to generate revenue to support programs.
- Liaise with finance to develop and manage budgets and complete funder reporting as required.
- Analyze and report on qualitative and quantitative data collected.
- Develop evaluation and measurement tools and practices to monitor program effectiveness and impact.
- Create opportunities to deepen ties between staff, communities, and our partners to advance our mission of economic and gender equality in the workplace.

Qualifications:

- Post Secondary education in a related field and/or a combination of education and work experience related to the core requirements of the role.
- A minimum of 3 year's experience managing related programs and service models in settlement and or employment services.
- A minimum of 2 years experience leading, coaching, and mentoring others. A strong ability to motivate and facilitate in the development of others.
- Experience working with equity-seeking groups in Canada.
- Demonstrated program development, evaluation, and proposal/grant-writing skills.
- Experience developing and managing program budgets in collaboration with finance.
- Strong, thoughtful communication skills (oral, written, and facilitation).
- Hands on experience facilitating focus groups, action labs, simulations etc.
- Experience analyzing quantitative and qualitative data for reporting. Experience in quantitative methods and/or participatory research is an asset.
- Advanced organizational, critical thinking, problem solving and decision-making skills.
- Exceptional interpersonal, collaborative, and cultural inclusiveness skills.
- Experience applying a gender-based lens and trauma informed practices within programming.
- Demonstrated track record in compliance with research ethics.

- Advanced knowledge of data analysis and visualization software for qualitative research (e.g. Excel, Tableau, NVivo, etc.).
- A successful track record in executing on projects, programs, strategy, setting priorities, managing multiple timelines and deliverables and working effectively under pressure to achieve individual and organizational goals.
- Advanced ability to build and maintain strong relationships with internal and external stakeholders. Strong level of emotional intelligence and ability to listen to others.
- Ability to demonstrate a sense of stability, flexibility, and openness when working with others during times of change.
- Fully bilingual (written and orally) in French would be an asset.

The successful candidate will be committed to working from an anti-oppression, feminist perspective. We encourage women from racialized and/or newcomer, gender diverse, non-binary and/or gender fluid, 2SLGBTQIA+ First Nation, Métis and Inuit, immigrant, refugee, BIPOC, and people living with disabilities to apply.

Please submit your resume and cover letter quoting posting # YWCA-104-21 to careers@ywcacanada.ca by May 28, 2021. We thank all candidates for applying, only those applicant's moving forward in the recruitment process will be contacted.

Should you require accommodation during the recruitment process please contact shanks@ywcacanada.ca.

Please visit www.ywcacanada.ca for more information.