

JOB DESCRIPTION
EMPLOYMENT PROGRAM COORDINATOR
Three-Year Term Position

ROLE OVERVIEW

The Employment Outreach Coordinator is responsible for supporting the activities of MentorAbility and the Employment Outreach Project in accordance with its policies and practice parameters.

MentorAbility is a national project delivered by Inclusion BC on behalf of the Canadian Association for Supported Employment and is funded in part by the Government of Canada's Opportunities Fund for the Persons with Disabilities Program.

MentorAbility is a supported employment initiative that facilitates unique, short-term mentoring opportunities between employers and people with disabilities. By providing and celebrating successful mentoring experiences in communities across Canada, this initiative is part of a national effort to promote the employment of Canadians with disabilities.

The Employer Outreach Project delivered by Inclusion BC is a provincial project funded by Community Living British Columbia. The project is designed to support the development of (or add capacity to existing) local business leaders' networks to encourage and support employers to hire people with intellectual and developmental disabilities in selected communities.

SPECIFIC ACCOUNTABILITIES

- Support the goals and objectives of the MentorAbility Canada Project and the Provincial Employment Outreach project.
- Support Disability Employment Awareness Month events and workshops/training sessions.
- Support the training and recruitment goals and objectives of the MentorAbility Canada Project provincially.
- Develop relationships, communicate consistently, and sustain collaborative efforts with project stakeholders, including national partners, provincial partners, and local community partners.
- Support the mapping of business networks and develop an engagement process with those networks in ten local communities.
- Deliver presentations for business groups to promote the employment of people with an intellectual disability in ten communities.
- Maintain ongoing relationships with employers and partner employment agencies within both projects.
- Manage day-to-day operations and activities for both projects.
- Team Engagement and Reporting
- Attend bi-weekly national MentorAbility meetings.
- Attend weekly Inclusion BC Employment Team meetings.



- Liaise with and report regularly to the Director of Employment Initiatives and National Project Coordinator.
- Develop, manage and report continually on detailed activity, performance, and outcomes.
- Coordinate training data collection, analysis, and reporting among sites in the province · Communicate regularly with sites.
- Participate and provide input into the MentorAbility evaluation.
- Meet all reporting and documentation requirements of both MentorAbility and the Employment Outreach project including but not limited to the completion of quarterly reporting and maintenance of stakeholder management database.
- Other duties as required and/or assigned.

SKILLS AND COMPETENCIES

- Commitment to full inclusion for people with a disability including the right to employment.
- Demonstrated knowledge of issues and barriers faced by people with a disability in accessing the labour market.
- Experience in building relationships with diverse groups and interests
- Minimum of 3 years project management experience, including non-profit sector projects.
- Strong interpersonal communication, public speaking, writing skills, and media relations abilities.
- Highly organized; fluent in MS Office software, multimedia/online communications; comfortable with legal and financial matters.
- Bachelor's degree or equivalent post-secondary training.
- Previous experience in a mentoring program and with people with disabilities is an asset.
- Experience and proven ability as a training coordinator, trainer, or similar role.
- Knowledge of instructional design, program development, writing, and workshop skills.

WORKING CONDITIONS

The Employment Outreach Coordinator is a full-time (35 hours per week) position within a strong value-based organizational culture and will be based out of New Westminster, BC or remotely based in the successful candidate's location.

COMPENSATION

Based on the annual salary of \$60,000 along with a comprehensive benefit package
We are strongly committed to diversity and inclusion and aim to create a healthy, accessible, and rewarding work environment which highlights employees' unique contributions to our organization's success.

HOW TO APPLY

Resume and cover letter can be submitted by email to info@inclusionbc.org by June 12, 2023.