

Job Description



Job Title:	Program Coordinator, Newcomer Youth Engagement Program
-------------------	---

Reports to:	SIEC Executive Director
--------------------	--------------------------------

GENERAL DESCRIPTION
<p>The Program Coordinator is responsible to provide support to the Newcomer Youth Engagement Program (NYEP), a skills development program for immigrants and refugees in Saskatoon This position collaborates with:</p> <ul style="list-style-type: none">- the Saskatoon Industry Education Council (SIEC) staff- the Saskatoon Public and Greater Saskatoon Catholic Schools- refugee and immigrant serving organizations- other private, public and industry sector partners <p>The role of the Program Coordinator is to work with these community partners to identify, plan, coordinate and implement relevant and quality language and skill development programs/events for refugee and immigrant youth.</p> <p>The Program Coordinator will also evaluate the programs/events by tracking statistics, keeping updated records, preparing project reports and monitoring the program budget and associated expenses.</p> <p>This position is responsible for overall support of one (1) Educator, one (1) Newcomer Youth Support Worker and students at the E. D. Feehan location. The ages of youth are between 17-21.</p> <p>This is currently a half time position from August 15, 2022 to June 30, 2023 with the possibility of extension based on funding. As a part-time position, there is flexibility in how the hours/days are structured based on a mutual agreement between the SIEC and the successful candidate</p> <p>Salary range: \$35.00 - \$38.00 per hour</p>

DUTIES AND RESPONSIBILITIES
<p>The Program Coordinator, in collaboration with the SIEC team and its stakeholders, performs a wide range of responsibilities related to programs and events, including some or all of the following:</p> <p>Leadership & Management</p> <ul style="list-style-type: none">• Take an active role in developing and communicating a vision for the NYEP program under the SIEC umbrella• Foster a culture of personal and organizational responsibility• Ensure all human resource policies are communicated and followed <p>Program Development</p> <ul style="list-style-type: none">• Provide program information sessions to schools and community settlement agencies to recruit program participants• Gather student and community partner feedback to inform programming• Promote and facilitate experiential learning opportunities leading to skill development through site visits, job shadowing, career and work education programming and driver training• Work with colleagues to purchase and develop resources for the program that support the ongoing learning and development of students• Support colleagues to develop their knowledge of the linguistic, cultural and religious background of youth and their families <p>Language Support</p> <ul style="list-style-type: none">• Coordinate translation and interpretation as needed• Support colleagues in the research, development, use and adaptation of a variety of resources and approaches to support individual EAL student learning <p>Outreach</p> <ul style="list-style-type: none">• Collaborate with a wide range of community, educational, employer and industry stakeholders to support the connection of participants to the community and labour market

- Research program delivery of other partners
- Collaborate with team leaders from the Settlement Support Workers In Schools program to support students and their families
- Collaborate with school division partners to establish consistent and relevant processes and guidelines

Administrative

- Develop and complete all necessary forms, records and reports to document project activities and administer all student information details
- Enter client profile and information on the types of services provided for the students in the iCARE data base system
- Determine, monitor and track the progress of the project deliverables and adjust as necessary to ensure successful completion of the project according to the deliverables established in the IRCC agreement
- Develop program metrics and evaluation processes that measure progress against goals and strategic indicators in collaboration with staff
- Monitor and approve expenses according to established budget in collaboration with the SIEC Financial Manager

SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain superior collaborative working relationships with a wide variety of stakeholders, with a focus on SIEC school partners, refugee and immigrant serving organizations and employer/industry contacts
- Exceptional verbal and written communication skills
- Ability to work in a fast-paced environment with demonstrated strength to effectively prioritize multiple competing tasks and demands
- Demonstrated ability to think and act strategically, maintain confidentiality, and exercise diplomacy, tact and creativity in problem solving
- Strong project management skills, including timeframes, budget, risks, contingency strategies, promotion and communication plans
- A high level of personal integrity and professionalism
- Ability to facilitate effective meetings, develop and deliver presentations
- Proficiency in the use of computer and technology (e.g. word processing, Microsoft Office, database management, excel spreadsheets, E-mail, internet, PowerPoint, online conferencing programs)

EXPERIENCE AND PROFESSIONAL DESIGNATION REQUIREMENTS

Education and/or Professional Designation:

- A Bachelor of Education or Social Science degree or an equivalent combination of education and experience
- Experience working with refugee and/or immigrant youth and related programs
- A current and valid driver's license and have access to a vehicle
- A clear criminal record check including working with vulnerable sector
- Lived refugee/immigrant experience would be an asset

WORKING ENVIRONMENT

- Usually works in an office environment, but the mission of the organization may take them to non-standard workplaces
- Possibility of working from home
- Generally, works a standard work week, but additionally may work outside of regular hours to accommodate activities such as participating in program activities, representing the organization at public events, and therefore, may require some flex time
- Some travel required

Please send cover letter and resume by **July 20, 2022** to admin@saskatooniec.ca. Interviews will take place the week of **August 2, 2022** with a start date of **August 15, 2022**.