

## Program Specialist Women In Technology



### About Making Changes

Making Changes is a community of women helping women through life's transitions by providing them with skills and resources to support their pursuit of meaningful work and educational opportunities. Our vision is to empower women so they can make meaningful contributions to the community. Making Changes opens doors to employment and education for women and teenage girls and helps them develop the confidence to step through these doors in the direction they desire.

### Program Summary

The Women in Technology Program is an integrated skills training program that combines employability skills, upgrading, technical training and hands-on work experience to produce employment outcomes for unemployed or underemployed immigrant women within the IT sector. It is a 6-month program, delivered 5 days/week for 7 hours/day. The goal of the program is to assist unemployed or under employed immigrant and aboriginal women in establishing more meaningful lives in their community.

The program is comprised of three areas: employment and life skills training, technical training (delivered by Partner Company) and work experience within the IT industry.

### Position Summary

Reporting to the Executive Director, the Program Specialist for the Women in Technology Program is responsible for coordinating all aspects of the program, finding ways to enhance and grow the program, delivery of the employment and life skills curriculum and overseeing the facilitation of the IT training.

The role includes but is not limited to the following responsibilities:

- Develop and maintain professional contacts with community partners and other internal and external stakeholders.
- Conduct individual assessments to determine clients' employment needs and skill set
- Assist clients in the development and implementation of a career action plan
- Forge relationships with potential employers for clients and maintain database of contacts
- Listen and respond to participant successes and challenges with empathy, and support/encourage participants in reaching employment/career goals
- Build awareness and trust of the program by directly speaking to individuals and groups at resource fair booths, city-wide events, and any other relevant locations
- Find relevant work experience placements for each program participant
- Maintain existing employer relationships and develop a database of new employers for the program
- Create awareness among employers and referring partners regarding the program
- Provide career and employment coaching, including group training and one-to-one support to ensure participants secure employment in their chosen field

- Update and facilitate workshops in the following subject areas but not limited to: resume writing, interview preparation, job search, networking, and work culture
- Provide support to participants during technical training and work experience
- Maintain existing electronic record keeping systems on participants and employers
- Responsible for regular reporting to program funders
- Responsible for seeking out feedback from program participants and/or donors and implementing that feedback in order to improve the program as needed
- Assist in the planning, preparation and delivery of special events relating to the program
- Complete quarterly program reports in a timely manner
- Responsible for annual program planning, such as developing timelines, additional strategic development or planning 'value-add' activities
- Communicating program updates to the Executive Director and rest of the Making Changes team on a regular basis
- Responsible for fostering a positive environment for participants
- Collaborate on the design of specific marketing materials including preparing program descriptions

### Candidate Qualifications

- Undergraduate Degree or Diploma in Human Services, Business or equivalent
- Experience as a Career Counsellor or Employment and Life Skills Coach
- 3-5 years of relevant experience (i.e. workshop facilitation, program management and recruitment)
- Experience in recruiting within the IT sector is an asset
- Strong collaboration skills, ability to work in a team as well as be an independent staff member and develop interpersonal relationships
- Strong leadership, community development and strategic development skills
- Experience working with diverse populations
- Strong management skills relating to non-profits, community partnerships and/or programs
- Skills in data management
- Passion to achieve Making Changes' vision and drive to enhance the program

If you are passionate about working to empower women, respect and promoting change, we want to hear from you.

This is a 1-Year (Maternity Leave) Full-Time position (37.5 hours per week), with the possibility of further employment opportunities. Applications will be accepted until Friday 14 June, 2019. Please submit your cover letter and resume to [execdirector@makingchangesassociation.ca](mailto:execdirector@makingchangesassociation.ca)

Making Changes Association thanks all applicants, however only those considered for an interview will be contacted.