



## **Mennonite New Life Centre**

### **Job Posting: Outreach and Partnerships Coordinator**

#### **About the Organization:**

The Mennonite New Life Centre (MNLCT) is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement services, language instruction, mental health supports and capacity building workshops, public education and bridging to employment.

As part of our Adult Education services, we offer two bridge-training programs: *Bridge to Registration and Employment in Mental Health* (BREM) program and *Bridge to Employment in Media and Communications* (BEMC) program. Both programs support immigrant professionals with access to meaningful employment in their respective fields by providing training and supervised work experience. Both programs are funded by the government of Ontario.

#### **Position Summary:**

The Outreach and Partnerships Coordinator will bring an innovative, energetic and welcoming approach to engaging and working collaboratively with internal and external stakeholders. This position will focus on outreach, promotion and relationship building for both bridging programs.

The Outreach and Partnerships Coordinator will engage with:

- immigrant serving agencies and other community and employment agencies and organizations across Ontario to promote and support the recruitment of participants for the two programs, and
- sector employers across Ontario to build awareness of the programs and develop partnerships for student placement and job opportunities.

The coordinator will be expected to travel to reach participants and employers across Ontario. The incumbent will be adaptable and highly mobile, will have the ability to liaise with community members, partners and employers, and represent the bridging programs at community events. As part of the MNLCT staff, the coordinator will also support the organizational Coordinator of Outreach and Communications in organization-wide activities such as fundraising events.

#### **Responsibilities:**

- Develop and execute the Outreach and Partnerships Coordinator work plan to ensure that tasks and milestones related to bridging activities are achieved;
- Support the development of outreach and marketing tools to promote the programs;
- Recruit participants for both bridging programs through a variety of outreach strategies and activities, including the use of online platforms and site visits across Ontario;
- Support BREM's Educational and Placement Counsellor in securing supervised placements in the mental health sector through education and relationship building with agencies across Ontario,
- Participate in Program meetings, as required

- Communicate regularly with staff and leaders of Adult Education to ensure that outreach needs are being met
- Provide reports on outcomes as outlined in the Project Work Plan as it relates to outreach activities and participant placements
- Support Project Managers with program events, admissions, documentation and other program related activities as needed
- Keep past and present clients informed of educational programs and services
- Represent the programs at external conferences, fairs, workshops and meetings
- Support and assist with planning of organizational events.

**Qualifications:**

- Post-secondary education in marketing, communication, job development or related field and three years related experience;
- Understanding and critical analysis of challenges and systemic barriers to labour market integration for newcomer
- Proven ability to communicate, collaborate and advocate effectively with a broad range of stakeholders
- Passion for people and social justice. Empathy, cultural sensitivity and anti-oppression approach
- Experience with relationship building with external stakeholders (e.g., placement agencies)
- Experience working with internationally trained professionals and sector specific employers an asset

**Skills and Abilities:**

To perform this job successfully the incumbent in this position must be able to demonstrate:

- Excellent verbal and written communication skills
- Excellent persuasion and presentation skills
- Strong command of outreach and promotion through social media
- Ability and willingness to travel across Ontario; driver's license and a car are an asset
- Excellent computer skills
- Energetic self-starter who is able to function comfortably in a team environment or independently
- Ability to manage time and multiple tasks with little supervision

The Outreach and Partnerships Coordinator will report to the Organizational Outreach and Communications Coordinator. This is a part-time position (21 hours per week) beginning April 2018 and ending March 2021, with an option for renewal, pending program funding. Remuneration: \$26.08/hr

*The Mennonite New Life Centre is committed to employment equity initiatives. We encourage internationally trained professionals and members of ethno-racial, aboriginal, immigrant, refugee, LGBT and disabled community groups to apply and self-identify. Internal and external candidates may apply.*

**Please note that only candidates to be interviewed will be contacted.**

**Please apply by sending your resume and cover letter in a single MS Word or PDF document to Human Resources at [jobs@mnlct.org](mailto:jobs@mnlct.org) by March 23rd, 2018. Please quote reference #OPC2018 in the subject heading of your application.**

For more information about the Mennonite New Life Centre visit [www.mnlct.org](http://www.mnlct.org)

For more information about the BTMH program visit [www.bridgingprograms.org](http://www.bridgingprograms.org)