



JOB POSTING

Mennonite New Life Centre of Toronto
Toronto ON

Position Title: **Project Coordinator**

Status: **Part time**

Salary/Rate: **\$25.86 per hour**

Reporting: **Settlement Program Manager**

Application Deadline: **Wednesday, June 20th, 2018.**

The Mennonite New Life Centre of Toronto is a vibrant, multi-cultural settlement agency for newcomers to Canada. The Centre provides settlement and employment services, language instruction and child-minding, mental health supports and capacity building workshops.

The Project Coordinator is responsible for ensuring the efficient and effective execution of the Integration through Recreation Project that uses in the game of Ultimate Frisbee to promote community engagement and supports the integration of newcomer and vulnerable youth. This is accomplished through the use of sport and recreation as tools for achieving inclusion. This role will be responsible for project planning and the implementation and delivery of the Integration Through Recreation Project on time, within budget and in accomplishing all project objectives. Previous project management and/or project coordination experience is a requirement of this role. In addition, solid report writing, and project performance tracking skills will be important to the success of this role.

This position will require evening and weekend work. Frequent travel between delivery offices and the playing field is to be expected. This is a contract position with a contract end date of March 31st, 2019. This position reports directly to the Settlement Program Manager.

Responsibilities:

- Create project work plan with new clients, focusing on refugees and vulnerable newcomer youth.
- Work collaboratively with settlement workers to identify settlement needs; work with youth clients and their families that specifically present with needs to improve their physical and emotional health by building social connections
- Promote Ultimate Frisbee as a safe and healthy way to create social inclusion
- Implement, manage and execute all program activities, as outlined in project plan, building bridges to connect cultures and languages with sport.
- Responsible for the performance and resulting project deliverables of project staff.
- Assist with purchasing program supplies by working with Managers/Executive Director to ensure all program and safety supplies associated with the program are purchased and adequately stocked prior to and throughout the duration of the event to ensure high quality.

- Work accordingly with assigned budget; monitor expenditures and ensure purchases are within recreational program budget; submit all receipts and invoices to the Manager on a weekly basis to ensure they are processed in a timely manner.
- Oversee and participate promotion and marketing, where needed, which may include marketing at schools through recess programs, at camp fairs and community events to help achieve our program target numbers.
- Act as a positive role model for children, youth and fellow staff through embodying the values of the MNLCT, following our Mission, Vision, Values and all the guidelines, policies and procedures.
- Understand the legal responsibilities and moral imperative to report suspected child abuse to Child Protection Services.
- Recognize the importance of the volunteer staff partnership and integrate the value of philanthropy and volunteerism in dealings with members, volunteers, donors and staff.
- Work with the Settlement Manager and meet regularly to ensure the project is meeting the expectations in terms of event location. Be willing to provide/receive feedback and support for the duration of the project.
- Ensure that all client data, paperwork and project performance data associated with the program is kept up to date, well organized and easily and readily accessible
- Prepare frequent performance reports to be submitted to MNLCT leadership team and to the Funder.
- Create a positive welcoming environment and encourage project participants to communicate in a respectful manner. Bridge gaps between services providers, participants and community.
- Work collaboratively with all recreation project staff and MNLCT stakeholders including the Settlement Team; - Plan, coordinate and execute all program workshops, meetings or similar events needed to meet project objectives.
- Work with the intake and settlement worker to share and analyze gathered data.
- Manage sensitive information with respect and confidentiality.

Qualifications:

- Post-secondary education (or current enrolment) in child and youth related program preferred. University or college degree, preferably in Education, Settlement Worker, Social Worker, or related field.
- Project management or project administration experience within a non-profit, government funding environment is preferred.
- Passion for sports and interest in Ultimate Frisbee.
- Relevant experience working in Youth Programs Development Sports and/or Camps.
- Excellent multi-tasking, organizational skills and attention to detail required.
- Well-developed interpersonal and relationship building skills; ability to establish rapport and excellent communication with members, staff and volunteers.



- Excellent verbal and non-verbal communications skills is a must along with the ability to develop respectful and trusting relationships with youth participants and their families.
- Above average writing skills in English.
- Passion for people and social justice coupled with a thorough ability to implement anti-oppressive approaches.
- Standard First Aid & CPR "C" (St. Johns, Red Cross, Lifesaving Society or Ski Patrol).
- Access to a motor vehicle and a valid driver's license required for travelling between locations and Ultimate fields.
- Must be available to work evenings and weekends, as per project schedule.
- Experience and success with staff supervision.
- Fluency in English with a second language is an asset.

The Mennonite New Life Centre is committed to employment equity initiatives. We encourage applicants from the communities we serve 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 qualified 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. Please quote reference #PC2018 in the subject heading of your email.

For more information about the Mennonite New Life Centre of Toronto, please visit www.mnlct.org.