



Mennonite New Life Centre (MNLCT)

Job Posting: Program Manager Bridging to Employment in Media and Communications (BEMC) Program

The Mennonite New Life Centre of Toronto (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.

Are you ready to support internationally trained newcomers on the path to find meaningful employment?

(BEMC) is a full-time program designed to prepare internationally trained media and communications professionals to secure meaningful career in Ontario in the fields of journalism and professional writing; broadcast media; videography; or communications and PR. The program spans over a minimum 7 months, depending on the duration of the placement.

RESPONSIBILITIES:

The BEMC Program Manager will be responsible for ensuring the efficient execution of the BEMC program within MNLCT. The Program Manager will provide guidance and leadership to all team members of BEMC and uphold MNLCT values in providing services to all BEMC stakeholders, including prospective and existing participants, funders, committee members, staff and contractors of BEMC, employers and community members, MNLCT staff and leadership. The Program Manager is also responsible for representing all Centre policies and practices across all program activities.

This position is funded by the Government of Ontario and is dependent upon grant funding.

Specific responsibilities are as follows:

- Implement, manage and execute all program activities, as outlined in project work plan, in coordination with program staff;
- Manage project metrics and facilitate time-line variances;
- Provide day-to-day guidance, coaching/mentoring to all program staff and contractors in order to ensure achievement of BEMC goals and objectives;
- Work collaboratively with all BEMC stakeholders including the Project Advisory Committee to implement recommendations derived from program evaluation;
- Manage, with support from appropriate BEMC staff, all recruitment and outreach strategies;
- Manage appropriate staff to educate and build relationships with employers to secure clinical placements and encourage hiring of internationally trained Media Communications professionals;
- Liaise and advocate on behalf of newcomer professionals with The Canadian Communication Association (CCA) and the Institute of Communication Agencies (ICA) and any other applicable regulatory body;

- Receive and screen applications, in conjunction with the Admissions Committee, and work with BEMC staff to offer timely acceptance to the BEMC program;
- Monitor collection of tuition fees in accordance with the BEMC Tuition Policy;
- Monitor documentation of student progress and the issuing of progress reports / certificates;
- Work collaboratively with curriculum team and evaluator(s) to assess effectiveness of curriculum and make adjustments as needed to meet student and employer requirements;
- Report on project activities and outcomes to funders as per Schedule B of the BEMC project and respond to funder queries;
- Pursue new funding sources to assure project sustainability including the development of proposals and grant applications;
- Participate in, as required and needed, leadership team, program team and all staff meetings;
- Support and assist with planning of organizational events;
- Represent the MNLCT at external workshops and meetings;
- Lead/participate in two MNLCT sub-committees.

QUALIFICATIONS AND EXPERIENCE:

- Master's degree in a related field or equivalent combination of education and relevant experience;
- 3 years of experience in project management, preferably within the Media and Communications field;
- Understanding and critical analysis of challenges and systemic barriers to labour market integration for newcomer professionals;
- 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 and success with staff supervision;
- Effective verbal and written communication skills.

Our Ideal Candidate:

Our ideal candidate is highly creative, energetic, passionate about supporting newcomers, expert in project management, leads by example, thrives in a fast-paced, ever evolving environment, culturally competent, and knowledgeable about the media and communications industry. The ideal candidate will have:

- passion for people and social justice;
- empathy, cultural sensitivity and anti-oppression approach;
- understanding of challenges and systemic barriers to labour market integration for newcomer professionals;
- strong project management skills; ability to deliver within tight timelines;
- ability to lead and motivate staff members;
- strong negotiation and problem-solving skills;
- strong oral and written communication skills;
- strong interpersonal skills within a multicultural environment;
- strong organizational skills and attention to detail.

The Program Manager reports directly to the MNLCT Senior Manager of Adult Education. This is a part-time position (28 hours/week) beginning January 2018 and ending March 2021, with an option for renewal, pending program funding. Our offices are located in North York (1122 Finch Ave West); this position may allow for flexible hours, depending on program activities; some travel around the GTA may be required as part of relationship building with stakeholders. Remuneration: \$31/hr. This position includes benefits after the third month (period of probation).

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 by January 4th, 2019. Please quote reference #BEMCPM2019 in the subject heading of your application.

For more information about BEMC visit: <https://bemc.bridgingprograms.org/>