

## Job Posting: Project Manager, full-time 18 month contract

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### **Job Summary:**

The Project Manager is the lead staff in the planning and delivery of IWC's demand-led training and skills development, and employment support for vulnerable newcomers.

Reporting to the Director of Employment Services, the Project Manager is responsible for planning and managing all activities of the project to ensure that the objectives of IWC, partner agencies and the funder are met. The Project Manager will coordinate activities of two staff; recruit participants; monitor day-to-day activities; liaise with partners and other stakeholders; manage program data; report on the progress and challenges of the program; and complete other project management duties as required.

### **Required qualifications:**

1. Bachelor's degree in a relevant field plus Project Management Certification or equivalent experience (minimum two years direct project management experience).
2. Experience working as a Project Manager in the social service sector.
3. Experience managing project related to skills-development, vocational training and employment readiness is an asset.
4. Demonstrated knowledge of local labour market trends and needs, especially those related to the construction and industrial trades.
5. Strong understanding of the settlement process, barriers to settlement and social and economic participation faced by newcomers to Canada.
6. Awareness of cultural diversity & sensitivity, anti-racism and anti-oppression theory and practice.
7. Valid Ontario driver's license and access to a vehicle.

### **How to apply:**

Send resume and cover letter to the Hiring Committee by email: [IWCHiring@IWCHamilton.ca](mailto:IWCHiring@IWCHamilton.ca)

**Deadline:** February 19<sup>th</sup>, 2018

***IWC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.***