

INTERNAL JOB POSTING PROJECT COORDINATOR FOR VIRCS' I-YES PRPROJECT

This internal job opening is posted on VIRCS' website with the purpose of providing relevant information for VIRCS' former staff members who do not have regular contact with VIRCS to apply. VIRCS' current staff are also welcome to apply as you can leave your current job for one year for other commitment according to VIRCS' current Employee Agreement Manual.

Interested internal applicants can have access to the proposal prior to your application. Due to the sensitivity and confidentiality of the on-going negotiation process with Service Canada, I-YES proposal can be provided on a computer in VIRCS' office for internal applicants to review.

Viet Tran, Employment Transitions & Coaching Program Director

Basic Information:

- This job posting is **only for VIRCS' current and former staff members**. If there is no suitable internal applicant for the position, then the posting will then be open to the public for competition.
- This job posting is **subject to final funding approval from Service Canada**.
- Full Time: 37½ hours/week - Mon. to Fri.
- Salary: \$24.00/hour
- Employment period: October 4th, 2010 to March 18th 2011
- Deadline for application: Before 5 p.m. August 18th, 2010

1/ Qualifications Required:

- Bachelor's degree in a social science or business administration or other related majors with 1 to 3 years experience directly related to the duties and responsibilities specified;
- Minimum of two years experience in managing youth-at-risk programs;
- At least one year of experience working in a multicultural environment;
- Have a good knowledge of the Skills Link Programs of the Federal Government of Canada;
- Experience in conducting a Need Determination Assessment, an Employment Session, and helping job seekers create an action plan;
- Strong interpersonal and communication skills and the ability to work effectively with different agencies in a diverse community;

- Skill in the use of personal computers and related software applications;
- Skill in organizing resources and establishing priorities;
- Ability to coordinate and organize workshops, meetings, and/or special events;
- Ability to interact with participants, volunteers, and staff in a team environment;
- Knowledge of communication principles, media, and marketing techniques;
- Advanced writing skills;
- Basic knowledge of finance, accounting, budgeting, and cost control procedures;
- Clerical, word processing, and/or office skills;
- Ability to make administrative/procedural decisions and judgments; and
- Ability to gather and analyze statistical data and generate reports.

2/ Duties and Responsibilities:

- Take charge of planning, developing, budgeting promoting, and implementing of the I-YES;
- Take charge of project's promotion by establishing contact with ethnic communities, and local media;
- Create forms which are included - but not limited to - attendance log-sheet, intake forms, workshop evaluation forms, participant's worksheets, participant's progress follow-up form, self-assessment forms, project final evaluation forms, and other related forms;
- Create a project orientation package for project participants;
- Create simple guidelines for the I-YES project such as attendance, lateness, safety for field trips, confidentiality, etc.;
- Recruit project's participants;
- Performs eligibility checks of all project potential participants
- Follow up project's activities, progress, and success;
- Perform intake and assessment of all I-YES participants;
- Provide need Determination Sessions and help participants build their Action Plan;
- Be in charge of daily project service delivery;
- Be in charge of the daily activities of the project;
- Contact workshop facilitators, guest speakers, and other partners to coordinate all project activities;
- Organize all workshops and facilitate all group discussions;
- Organize six community trips and 8 group field trips;
- Supervise participants during volunteer experience at VIRCS;
- Facilitate participants' weekly planning session;
- Organize lunch for participants;
- Supervise participants in their daily activities;
- Prepare homework for participants;

- Monitor, follow up participants' activities and progress;
- Conduct participant's progress assessment and project's evaluation
- Help and supervise participants in organizing two project major events;
- Consult with the Program Officer at Service Canada about issues related to policies, guidelines, and directives from the Federal Government of Canada regarding Skills :Link program for the youth-at-risk;
- Be responsible for all expenditures of the project.
- Submit participant attendance log sheets to the project bookkeeper very two weeks for allowance payment;
- Obtain the approvals from the I-YES Project Manager or VIRCS' Executive Director prior to proceed with any spending;
- Submit receipts or/and purchase proof of all expenditure to the bookkeeper
- Ensures that all financial matters are completed in a professional manner and in compliance status with guidelines from Service Canada Greater;
- Maintain participant files and compile statistics as required;
- Conduct project evaluations, prepare and submit all reports;
- Work closely with other VIRCS' program coordinators, VIRCS staff; and volunteers to get the necessary supports for the project; and
- Report to, and take directions from, the Project Manager in the delivery of I-YES on a weekly basis.