

Job Opportunity



Why the Y?

The YMCA of Southwestern Ontario is committed to the development of healthy communities. Our locations, programs and services are designed to help our members and participants grow in spirit, mind and body and are open to people of all backgrounds, beliefs, and abilities.

At the YMCA

you will feel connected to community, when your work positively influences the lives of others in so many ways.

- you will meet new people, while working at one of the most respected human services organizations in the world
- you will expand your knowledge base, where you can flourish in values-based environment.
- you will have career development opportunities where you build a better future for yourself and others.
- you will experience a rewarding job by helping support the building of healthy communities.

The YMCA of Southwestern Ontario is a multi service, non-profit values-based charity that serves Windsor-Essex, Sarnia-Lambton, Chatham-Kent, London, Middlesex-Elgin, Huron-Perth, and Oxford counties. Our services include: Childcare Services, school age programs, camp programs, health and fitness branches, community programs and newcomer services across the region. Our commitment includes a special focus on the region's children and youth. From the kids in our camps and those participating in soccer and swimming lessons, to youth who are new to our communities from around the world, the Y is committed to helping our next generation to grow and thrive, as healthy individuals and passionate future leaders.

Y not join the thousands of members, employees and volunteers and share our vision of a healthy community?

As we continue to grow, we have a need for the following position:

Position/Term: Regional Manager of Settlement and Integration

Location: Windsor/London/Sarnia

Start Date: February 2022

Qualifications & Experience:

- Post-secondary education at the university level in business, public relations preferred
- Computer skills utilizing MS Office applications including email and internet
- Proficiency in using online/remote work tools and resources including MS Teams, Google Meet, ZOOM, etc.
- Proficiency and experience in data management, data analysis, report and proposal writing
- Proficiency and experience in managing and working with Salesforce.com instances
- Excellent interpersonal skills, both written and verbal
- Strong organizational and planning skills
- Previous experience working within the settlement sector preferred
- Knowledge of second language an advantage

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- Current and acceptable Criminal Record Check with Vulnerable Sector Screening is a condition of employment for all staff and volunteers.
- It is a YMCA of Southwestern Ontario requirement that all employees and volunteers be fully vaccinated against COVID-19. Exemptions will be granted upon receipt of acceptable proof of a permissible Human Rights Code ground.

Compensation/Benefits:

- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- Vacation entitlement in accordance with the employment standards regulations
- 12 paid personal days per year
- Benefits package – upon successful completion of the 90-day probationary period and employee participation
- Pension - upon successful completion of the 90-day probationary period

Schedule:

- **Full time – 40 hours/week**

Responsibilities:

- Provide strategic direction and daily oversight to settlement staff across the region (Windsor, London and Sarnia), prepare all departmental reports and documentation including writing of proposals and submissions
- Oversee administrative services and financial control relative to the mentioned programs
- Act as a liaison with other service providers locally and across the province
- Provide support to staff to counsel clients experiencing problems in adjusting to life in Canada; identify clients' needs and the resources required
- Maintain liaison with community groups, partners and government services and attend forums on newcomer and community programs, representing the organization on community-based committees and advisory groups such as the Local Immigration Partnerships
- Responsibility for the compliance and safe keeping of clients' files and program statistics
- Provide leadership in the development and stewardship of the K2 database system and the WE Value assessment projects
- Ensure the targets and contractual obligations to the 3rd party funders of the programs are met
- Provide co-workers and community colleagues with an understanding of the ethno-cultural diversity and background of the client groups receiving program services

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To Apply:

1. In your cover letter, specifically state the position you are applying for and location. Please include specific information detailing how you meet the qualifications we require for this position.
2. Submit your cover letter, resume, and applicable attachments to Jacquie Rumiell, VP Newcomer and Community Services at : Jacquie.rumiell@swo.ymca.ca by January 28, 2022

We thank all applicants for their interest; however only those selected for an interview will be contacted.

The YMCA of Southwestern Ontario is committed to providing a barrier-free environment for all stakeholders including our members/participants, employees, job applicants, suppliers, and any visitors who may enter our premises, access our information, or use our services. As an organization, we respect and uphold the requirements set forth under the Accessibility for Ontarians with Disabilities Act (2005), and its associated standards and regulations.

Want to know more about us, visit us at: <https://www.ymcaswo.ca/> <https://www.facebook.com/YMCAofSWO/>