

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: Project Coordinator, WE Value (2 Positions Available)

Location: In person at 500 Victoria Ave Windsor Ontario and remote required

Start Date: ASAP

Salary Range \$53,000 - \$58,000 per year

Type: Full Time Contract until March 31, 2024

Qualifications & Experience:

- Post-Secondary Degree
- Previous experience working managing large scale projects (an asset)
- Previous experience working within the Settlement Sector (an asset)
- Proficiency in Microsoft Office and familiar or willing to learn using a database such as Salesforce
- Proficiency in using online / remote work tools and resources including MS Teams, Google Meet, ZOOM, etc.
- The successful candidate must be fully vaccinated against COVID-19 at commencement of the agreement

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- Experience in data management and report writing
- Demonstrated understanding and sensitivity towards the challenges facing immigrant newcomers
- Advanced time management and analytical skills
- Excellent written and verbal communication skills
- Solid organizational skills including attention to detail
- Familiar with project management tools such as ClickUp, Asana, Trello
- Must provide a current Criminal Record Check as per the Association's policy

Compensation/Benefits:

- Salary Range \$54,000 - \$58,000 per year
- A YMCA personal membership at our health and fitness branches
- A discount on our Childcare and Camp programs
- 12 paid personal days per year

Schedule:

- **Full time – 40 hours/weekday shift**

Responsibilities:

- Create and manage a comprehensive project management plan, ensuring compliance of timelines and requirements
- Build and maintain a strong rapport with project partners, to include the coordination and documentation of meetings, community events and communication while ensuring clarity of roles, commitments, and milestones
- Research, report writing and provision of insight on the project's strategic direction related to associated themes, best practices, service delivery methods and funder requirements
- Liaise with a wide range of community partners and stakeholders
- Promote the project widely across Windsor-Essex in line with project objectives, directives, and organizational policies
- Explain and train front-line users on new technology solutions relevant to client management, including automation, artificial intelligence, referral tracking, and reporting
- Assist with the creation of training materials and best practices in change management for organizations adopting new technologies.
- Develop and facilitate outreach presentations, focus groups, and stakeholder training sessions
- Support annual project evaluation and documenting the project milestones, events, and best practices
- Assist in managing and meeting budgetary objectives, making adjustments as necessary
- Make and manage all necessary arrangements associated with the project including purchasing of materials and supplies, payments, recruitment of presenters etc.
- Perform risk management to minimize project risks
- Use and continually develop leadership skills

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- Support business requirement development, quality assurance testing, and training of the technology system
- Conduct project post-mortems in order to identify areas for improvement; make recommendations based on findings
- Conduct meetings to gather feedback, assign tasks, and coordinate project activities
- Perform other administrative duties as assigned

Learn more about the WE Value Program at www.wevalue.ca

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 Matthew Dunlop Program Manager for the WE Value Partnership at matthew.dunlop@swo.ymca.ca by January 24th, 2022, 8pm EST

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/>