



## **Project Coordinator – Campbell River**

North Island Employment is growing and is currently accepting applications for a part-time (25 hours per week Mon-Fri) Project Coordinator position based in Campbell River and serving the North Island region. This is an excellent opportunity to deliver community-based programming that alleviates barriers to employment for Internationally Trained Workers with an award winning organization! The project, Skills Bridge, is effective immediately and runs until April of 2024.

### **Who we are...**

**Connecting people with work since 1986.** With over 30 years in business, North Island Employment is a cornerstone in communities building extensive partnerships with businesses, other organizations, communities and individuals in Campbell River and across Vancouver Island North. These partnerships are integral to our ability to assist people to build self-sufficiency through active and sustainable participation in the labour market and assist employers to hire the right people, with the right skills at the right time contributing to a strong, resilient and healthy community.

As an award winning organization, North Island Employment is a respected leader in workforce development and has been the recipient of numerous nominations and awards that include: Non-profit of the Year by the Port Hardy Chamber of Commerce, Business of the Year (26-49 employees) and Diversity Leadership at the Campbell River Chamber of Commerce Business Awards of Excellence along with provincial recognition as Career Development Organization of the Year by the BC Career Development Association and Employment Organization of the Year by the Association of Service Providers for Employability and Career Training.

Our culture is one of personal and professional excellence, mutual respect, collaboration and commitment to people and community. In addition competitive wages, extended health and dental, health and sick days, RSP matching, and 3 weeks' vacation to start, are part of the total compensation package for eligible staff.

### **Why Campbell River...**

Voted one of the Best Cities for Work in B.C. by BC Business magazine in 2018 and surrounded by majestic mountains and spectacular views of Discovery Passage, Campbell River offers a rare combination of a welcoming small town feel with large city amenities. From summer markets and events in Spirit Square to a very active arts and culture community to year-round world class recreational opportunities and affordable housing options, Campbell River is unparalleled.

If you are looking for a change in lifestyle then Campbell River and the North Island won't disappoint!

Check out all the great things Campbell River has to offer by visiting:

<http://www.campbellriver.ca/discover-campbell-river> or <https://www.campbellriver.travel/>

## Who you are...

As a professional you pride yourself on the following attributes:

- You genuinely enjoy working with a diverse range of people from a variety of cultural backgrounds
- You are easily able to engage clients and keep them engaged through your work with them whether 1-1 or in a group setting.
- You enjoy connecting with service providers and the business community and creating linkages
- You love learning and aren't afraid to ask questions.
- You are organized and have the ability to consistently manage project timelines and tasks
- You work effectively with technology, programs, and policies.
- You enjoy coordinating events and being creative
- You practice a collaborative approach within teams that makes people want to work with you.

## The Role...

The Project Coordinator position with Skills Bridge reports to the Regional Manager, Client Services and administers the application process for Skills Bridge funding and organizes networking events to link Internationally Trained workers with employers within a variety of industries in the North Island. This position works with a variety of people from diverse cultural backgrounds and is responsible for working with area service providers and employers to administer programming. This position is responsible for recording project activities, monitoring progress and completing reporting.

## Key Duties and Responsibilities

- Promote Skills Bridge programming within the North Island Region working with the staff team
- Invite and process applications for Skills Bridge funding from eligible candidates
- Recommend funding applications based on eligibility criteria and needed supports
- Assess and refer applicants to other relevant services and supports where appropriate
- Maintain accurate records of program participation, funding allocation and results
- Monitor work hours, expenditures and budgets
- Coordinate networking events for Internationally Trained Workers and industry employers
- Gather data regarding service delivery outcomes and client satisfaction
- Complete regular reports on progress and final project report ensuring project timelines are met

## Key Competencies:

- **Values.** Behaves consistently with clear personal values that complement NIEFS's values of excellence, diversity, and respect.
- **Integrity & Ethics.** Ensures integrity in personal and organizational practices and professional behavior. Builds a respectful and client-centered workplace committed to maintaining privacy and confidentiality.
- **Innovation.** Thinks creatively; is open to new ideas and technologies. Is committed to developing effective and new approaches to service excellence. Is flexible and adaptable to meeting ever-changing demands of clients, funders, employers, and other community stakeholders.
- **Accountability.** Accepts and creates a culture of accountability; fosters personal growth; takes personal ownership and initiative. Is self-aware and demonstrates a commitment to ongoing learning and continual improvement in a highly complex environment.

- **Engagement.** Shows passion for the job and the mission of North Island Employment.
- **Effective Communication.** Fosters open communication, actively listens to others, speaks effectively and respectfully, and prepares written communication so that messages are clearly understood.
- **Organized & Efficient.** Plans ahead and works in a systematic and organized way. Follows policy, directions and procedures and ensures deliverables are met on time and according to agreed standards.

#### **Qualifications – Knowledge, Education and Experience**

- 3 years' experience working in a coordinating role within the employment services industry (or similar industry) working with a broad and diverse range of clients including those with complex barriers both in-person and through virtual services.
  - Experience conducting and interpreting client needs assessments and creating action plans.
  - Experience facilitating group based presentations
  - Experience coaching and mentoring clients.
  - Experience working with scheduling and case management databases.
  - Proficient using technology and computer skills associated with group facilitation, case management and job search including internet, email, smart phones, MS Office Word, PowerPoint or other presentation software.
  - Advanced keyboarding skills and ability to type a minimum of 40 words per minute.
  - Valid driver's license and access to a vehicle.
  - A post-secondary certificate, degree, or diploma in a relevant field (e.g. career or employment development, vocational rehabilitation, social work, psychology, sociology, human services, counselling, education or human resource management).
  - A criminal record check will be required and employment will be contingent on the result of this check.
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#### **How to apply...**

Please submit a resume and cover letter detailing how you meet the requirements of this position and why you want to join the award winning team at North Island Employment!

Completed applications will be accepted on an ongoing basis until the position is filled.

Please address all applications to:

North Island Employment  
 Shannon Baikie, Regional Manager  
 920 Alder Street, Campbell River, BC V9W 2P8  
 Fax: 250.286.3447  
 Email: [shannon.baikie@niefs.net](mailto:shannon.baikie@niefs.net)

