



Program Coordinator – Client Engagement Team

Internal/ External Posting

The Learning Enrichment Foundation provides a multidisciplinary and holistic set of supports to members of our community including those who are: in transition, new to Canada, out of the workforce, and experiencing other individual circumstances, including learning, physical and/or psychological disabilities. For more information about the Learning Enrichment Foundation, please visit our website at www.lefca.org

Our Client Engagement programs include training to strengthen skills for working in Canada, workplace culture and communication, introduction to careers, volunteer and work placements opportunities, in addition to wrap-around supports based on the Sustainable Livelihood model.

We are looking for a Program Coordinator that will play an active leadership role in supporting the delivery of Client Engagement programs. This position will be responsible for recruiting and registering program participants; supporting participants to participate in programs and to navigate and connect with services; facilitating communication among staff, participants, program partners, and other stakeholders; and participating in other program delivery activities such as revising program curriculum, documentation, and evaluation. This position will also support efforts to secure work placements and other practical volunteer opportunities to enhance participants' job readiness. In addition, the Program Coordinator will take on other daily administrative tasks to guarantee smooth operations including, but not limited to, documentation and reporting of program expenditures and activities, organizing training schedules, program logistics, and maintaining an inventory of program supplies.

The Program Coordinator will be working with a dedicated team of professionals who are highly committed to our community and who support employment and settlement needs, develop employer and community partnerships, and are all strong leaders in their fields of expertise.

Your Expertise:

- A bachelor's degree and two years of relevant program coordination experience
- Understanding of training/learning models and a learner centered approach
- Ability to strengthen current and create new partnership opportunities
- Results-oriented, self reliant and motivated
- Strong verbal and written communication skills
- Refined organizational abilities
- Dynamic, vibrant relationship builder, motivator and connector
- Demonstrated success in working with people of diverse cultural backgrounds
- Ability to lead groups and individuals and motivate positive change
- Advanced computer skills including outstanding knowledge and practical experience on spreadsheet programs. Adaptable to new technology.
- Commitment to professional growth and credentials should ensure success in this position.



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- Demonstrated success in working with people of diverse cultural background

The Learning Enrichment Foundation places a high value on lived experiences. Personal experience with poverty, unemployment, homelessness, disabilities and/or similar challenges is considered an asset.

Your Application

Interested candidates should email their **resume and covering letter as one document** to ceteam@lefca.org.

We thank all applicants. However, only those selected for further consideration will be contacted.

Posting Date: **March 19, 2019**
Closing Date: **April 12, 2019 at 5:00 p.m.**

The Learning Enrichment Foundation is committed to complying with the Accessibility for Ontarians with Disabilities Act (AODA). If you require accommodations to participate in this activity, please contact Elisa Martinez at emartinez@lefca.org.