



TRIEC

Toronto Region Immigrant
Employment Council

New Realities. New Opportunities.

JOB POSTING

PROJECT COORDINATOR, TRIEC CAMPUS

Maternity Leave – One year contract

PROJECT DESCRIPTION

The TRIEC Campus project will create a comprehensive program and expanded content to support training on the integration of skilled immigrants into the workplace. The TRIEC Campus will include: an online campus of e-learning, workshop curricula, and other training resources developed by TRIEC and content partners; a train-the-trainer program for employer and community partners interested in delivering TRIEC training workshops; and new learning content to be delivered in video, workshop and e-learning formats.

ROLE SUMMARY

The Project Coordinator, TRIEC Campus, supports the Project Manager in coordination and tracking of project deliverables, logistics and administration, project reporting and documentation. As well, the Project Coordinator will have primary responsibility for the administration and maintenance of the Campus Learning Management System (LMS). This is a one year full-time contract position located at TRIEC's downtown Toronto office.

RESPONSIBILITIES

Project Coordination and Deliverables Management

In day to day collaboration with Project Manager:

- Document and maintain project work plans for the ongoing progress and execution of program deliverables
- Track progress toward deliverables and coordinate with project manager to identify risks to deliverables and milestones
- Coordinate Request for Proposals processes
- Draft project summary reports and monthly reports to funder
- Track supplier invoicing in relation to deliverables and support TRIEC Manager, Operations and Campus Project Manager with budget tracking for the project
- Monitor and track project outcomes as per the evaluation framework
- Schedule, coordinate, and minute taking for advisory meetings and partner consultations

Instructional Design Support:

- Manage training calendar and logistics required to enable delivery of workshops, marketing presentations, e-learning modules and webinars
- Act as a technical resource to support instructional designers in development and testing of e-learning modules and production of webinars
- Support the Instructional Designer to edit and prepare material for upload to LMS

Administration of TRIEC Campus LMS:

- Create and maintain user accounts for system users

- Maintain course catalogs and descriptions, collect, edit and upload new materials, maintain links to resources
- Generate and analyze user tracking reports
- Identify system problems and liaise with TRIEC Manager, IT Systems to resolve
- Liaise with individual users and partner organizations to provide support as required
- Support the implementation of the Campus marketing strategy, including ongoing engagement of LMS users

REQUIRED SKILLS, EDUCATION AND EXPERIENCE

- Three or more years of relevant experience, preferably including one to two years of experience in a project administration/coordination role
- Demonstrated skills in analytical and systems thinking and ability to apply these to a moderately complex project
- Advanced-level proficiency in using MS Office applications (Word, Excel and PowerPoint) to generate reports, and develop presentations and user documentation
- Intermediate-level proficiency in use of web based applications for event registration, meetings, project tracking and web publishing
- Very strong communication (written and verbal) skills, and experience in web communication and user documentation an asset
- Excellent interpersonal skills, with ability to work with all levels of staff and external stakeholders to achieve project goals
- Demonstrated Customer-focused approach in supporting project stakeholders
- Detail oriented with excellent organization and time management skills
- Post-secondary degree, diploma or equivalent work experience in a related field
- An awareness of the issues immigrants face in finding appropriate employment

APPLICATIONS

Applications addressed to The Hiring Committee **must be submitted by email to: hr@triec.ca** with the subject line **Project Coordinator, TRIEC Campus – your name**. No phone calls please.

Key Dates for this Posting:

- Applications must be submitted by email by **Friday, November 16, 2012 at 12:00pm(noon)**
- Interviews will be held the afternoon of **Monday, November 26, 2012**
- Start date will be **Monday, December 10, 2012**

Please include the following in a **single** MS Word or .pdf file, saved with **your name and the position** in the file name:

- Cover letter – one page maximum
- Current resume – two pages maximum

Please insert page breaks between sections.

TRIEC is an equal opportunity employer and is committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise TRIEC of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially. For more information on TRIEC, please visit www.triec.ca.