



# TRIEC

Toronto Region Immigrant  
Employment Council

New Realities. New Opportunities.

Job Posting  
**Program Delivery Coordinator, Employer Partners  
The Mentoring Partnership**

The Toronto Region Immigrant Employment Council (TRIEC) is a leadership council that creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market. Council members include employers, professional and industry associations, regulatory bodies, educators, community, government and immigrant associations. TRIEC programs include The Mentoring Partnership (TMP) the Immigrant Success Awards, work with Professional Immigrant Networks (PINs) and the TRIEC Campus.

The Coordinator, Program Delivery – Employer Partners is a member of the team supporting the implementation of The Mentoring Partnership (TMP) program. Specific responsibilities include day to day program delivery coordination and liaison with employer partner coordinators and other employer staff involved in delivering TMP. This position reports to the Senior Manager, The Mentoring Partnership.

## **RESPONSIBILITIES**

### **Coordination and delivery of mentoring cycles with employer partners**

Responsible for implementing mentoring cycles with employer partners, including:

- Employer partner coordination
  - Maintain and implement regular schedule of employer partner mentoring cycles
  - Maintain and update database of employer partner contacts
  - Train and onboard new employer partner coordinators
- Coordinate, implement, and troubleshoot employer mentoring cycles
  - Schedule, support outreach for and deliver employer info and orientation sessions
  - Review mentor applications and work with TMP team to ensure appropriate matching
  - Assist employer coordinators in providing value-add support to mentoring partnerships
  - Coordinate documentation for post cycle reviews and with employer partners
  - Track corporate partnership activity and reports to employer partners on participation, program evaluation and outcomes
  - Implement program delivery guidelines with employer partners and collaborate with TMP team on ongoing quality assurance measures
- Communications and online employer partner/mentor resources
  - Maintain and update program communication materials and online resources, in collaboration with TMP and TRIEC staff

### **Support TMP and Service Delivery Partners mentor recruitment activities**

- Track and identify mentor recruitment needs by sector/occupation
- Support efforts to establish new employer partnerships and coordinate group information sessions for mentor outreach and recruitment
- Respond to general enquiries about mentor requirement and outreach

### **Coordinate Mentor Professional Development Series**

- Coordinate delivery of the TMP Mentor PD series
- Support tracking and reporting of mentor participation in PD series

### **TMP Partners Committees and Events**

- Assist in the coordination of TMP events as required, including large scale annual events and committee meetings

### **TRIEC and TMP Team Involvement**

- Participate in TMP team meetings and TRIEC staff meetings
- Engage in regular support and supervision meetings with the Senior Manager, TMP
- Collaborate in and supports other TRIEC activities as required

### **REQUIRED QUALIFICATIONS**

- Minimum 2 years work experience in hands-on program coordination, planning and implementation
- Post-secondary degree, diploma or equivalent work experience in a related field
- Excellent interpersonal skills – demonstrated professionalism in interacting with external stakeholders, including senior level executives
- Demonstrated experience with engaging private/public sector employers in community-based or volunteer-driven programs
- Excellent communication skills (oral and written)
- Demonstrated knowledge of MSOffice products and the ability to pick up new technology quickly, including databases and web based program management systems
- Demonstrated experience in presentation/group facilitation/training is an asset
- Experience/knowledge of mentoring programs is an asset
- Good understanding of labour market access issues for skilled immigrants

### **APPLICATIONS**

Qualified applicants are invited to submit an electronic resume and cover letter in MSWord or PDF format. Please include a one page cover letter and resume in a single file with your name in the file name. Please use “Coordinator, Employers – your name” as the subject line of your e-mail. Applicants who do not follow these formatting instructions will be disqualified.

#### **Deadline**

Resumes must be received by 8:00am Tuesday, July 2, 2013.

Please email your application to: [hr@triec.ca](mailto:hr@triec.ca)

Interviews will take place on Wednesday, July 10, 2013 for selected candidates. Only those candidates invited for an interview will be contacted.

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](http://www.triec.ca). For information on The Mentoring Partnership please visit [www.TheMentoringPartnership.com](http://www.TheMentoringPartnership.com)