

## **JOB POSTING**

### **Director, Immigrant Employment Initiatives**

The Toronto Region Immigrant Employment Council (TRIEC) creates and champions solutions to better integrate skilled immigrants in the Greater Toronto Region labour market.

#### **Summary**

TRIEC seeks a highly motivated and strategic Director, Immigrant Employment Initiatives, who will be responsible for TRIEC's strategic goal of working with partners to reach and empower more skilled immigrants to help them integrate into the workplace in roles suitable to their education and experience.

The Director leads the team that includes two of TRIEC's nationally and internationally recognized programs: the Mentoring Partnership (TMP) and Professional Immigrant Networks (PINs) program. The Director works with both teams to ensure that strategic goals are met and develops and oversees new initiatives to help meet the overall strategic goal. The Director will have responsibility for a major project to grow the Mentoring Partnership in Toronto and across the country working with our local partners. Supported by the Leap Center for Social Impact, this project will enable many thousands of skilled immigrants to benefit from a proven solution that accelerates their success in the workplace.

The Director is responsible for creating and overseeing a stakeholder engagement strategy to increase support and activity that leads to the meaningful employment of skilled immigrant primarily in the GTA. The Director also helps to seek out funding opportunities for projects and is a key member of the senior staff team

**Direct reports:** Program Coordinator, PINs; Senior Manager, TMP

**Reports to:** Executive Director

#### **RESPONSIBILITIES**

##### **The Mentoring Partnership (TMP) and the TMP Growth Project:**

- Ensures the successful implementation of TMP goals in the GTA working with TMP staff who report to the TMP Senior Manager
- The TMP Growth Project involves working with partners in both growing the program in the GTA and expanding nationally; the Director works with the TMP Growth team to ensure the successful growth of the program
- Management of the relationship with the LEAP Centre for Social Impact and TMP Growth funders and sponsors
- Build national mentoring strategy working with partners across the country to grow their mentoring programs

### **PINs Program Direction:**

- Provides strategic direction and planning for the program
- Manages the implementation of project activities
- Supervises the PINs team, including program coordinator and program assistant
- Carries out on-going evaluation of the program for continuous improvement
- Manages project stakeholder committees and working groups
- Leads outreach and relationship management with association leaders and partners/stakeholders, including strengthening relationships within the network
- Maintains relationship with and provides reports to program sponsors and funders
- Shares the model with other communities and organizations as requested

### **Stakeholder Relations and Engagement:**

- Develops and oversees a stakeholder engagement strategy
- Participates in external committees, coordinating tables, advisory groups and events related to TRIEC's work
- Works with the Chair and the Executive Director to support the work of the IGR committee
- Coordinates the work of the Immigrant Employment Initiatives Committee including working with the chair, recruitment of members, planning agendas and coordinating team reports and consultation needs

### **Budgets, Funding and Funder Liaison:**

- Responsible for setting and managing TMP Growth and PINs program budgets, in collaboration with staff
- Supports the development of proposals for ongoing and new programs and initiatives, in collaboration with staff
- Contributes to and reviews program reports to funders prepared by Program Managers or Manager of Operations
- Liaises with funders/corporate sponsors as necessary

### **Delivers Measurable Results to Achieve Strategic Goals:**

- Provides strategic direction to TRIEC initiatives to fulfill the strategic plan
- Develops and implements objectives, work plans and metrics for the department
- Coordinates Immigrant Employment Initiatives cross-team activities including:
  - Program integration so that immigrants can benefit from all TRIEC programs and services (includes marketing and outreach, data tracking and evaluation)
  - Coordination of IEI team meetings, including planning agendas with team leads and implementation of action items
- Develops new programs and initiatives to meet the strategic goals
- Works closely and coordinates with TRIEC staff (Employer Relations, TMP, Operations, Communications and IT) to meet goals

### **Supervision/ Human Resource Management:**

- Manages staff to meet strategic goals

**Other Responsibilities:**

- Is a member of the senior leadership team

**QUALIFICATIONS REQUIRED**

You bring to the role of Director, Immigrant Employment Initiatives, an impressive profile that includes:

- A University degree in a related field with 3 – 5 years work experience in program planning and delivery environment in a management capacity.
- 5 to 7 years of leadership experience, with proven success in developing and maintaining effective relationships, program and event coordination and delivery, proposal writing, and staff supervision.
- Demonstrated experience with identifying opportunities for collaboration and developing effective partnerships involving a range of stakeholders.
- Good understanding of labour market access issues for skilled immigrants.

**SPECIAL SKILLS**

- Superior relationship-building and stewardship skills.
- Exceptional written and verbal communications, interpersonal and presentation skills.
- Ability to establish credibility, influence outcomes and work effectively and collaboratively with a wide variety of people from diverse backgrounds and cultures.
- Strong team player and coach who can bring out the best in staff, stakeholders and partners.
- High level of discretion, good judgment, and skill in diplomacy.
- Strong strategic thinking, analytical and problem-solving skills.
- Commitment to excellence, with demonstrated ability to initiate and improve processes.
- Proven project management skills to see projects through from conception to final implementation.
- Organizational and planning skills, with the ability to cope with multiple demands and manage competing priorities.
- Salesforce experience an asset.

**CONTRACT**

This is a full-time position based at the TRIEC's office downtown Toronto.

**SALARY**

\$83,000 - \$88,000 dependent on experience.

## **APPLICATIONS**

Please submit a cover letter and a current résumé (in a single MS Word file, separated by page breaks) to [jkallidina@triec.ca](mailto:jkallidina@triec.ca), with the subject line: Director, Immigrant Employment Initiatives – your name.

In your cover letter, please explain why the education, skills and work experience of skilled immigrants are important to the prosperity of the Toronto Region, which strategies you think TRIEC should employ in working with partners to reach and empower more skilled immigrants, and how your experience qualifies you for the role and helps TRIEC achieve its mission.

## **DEADLINE**

Applications must be submitted by email by Friday, Oct 14th at 9am. Note: Only those applicants selected for an interview will be contacted.

*Submit applications by e-mail to:*

Jamila Allidina, Program Assistant

[jkallidina@triec.ca](mailto:jkallidina@triec.ca)

For further information about TRIEC, please visit [www.triec.ca](http://www.triec.ca).

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.