

# Project Manager, TRIEC Mentoring Partnership Evaluation

The Toronto Region Immigrant Employment Council (TRIEC) is seeking a Project Manager, TRIEC Mentoring Partnership Evaluation to oversee the Canadian Work Experience Initiative Evaluation: Mentoring project.

TRIEC champions the talent and experience that immigrants bring to the Greater Toronto Area. Our solutions support organizations to become more culturally inclusive, and help newcomers expand their professional networks and understand the local labour market. We collaborate with leaders and organizations to build a GTA where immigrant professionals can contribute to their fullest potential.

## Role Summary

The Project Manager, TRIEC Mentoring Partnership Evaluation provides strategic direction and oversight to ensure the successful delivery of the Canadian Work Experience Initiative Evaluation: Mentoring project. This is part of a national strategy funded by the government of Canada through Employment and Social Development Canada (ESDC) to evaluate and gather evidence on the most effective ways to help highly skilled newcomers gain their first Canadian work experience in their profession. A research and evaluation firm is conducting the overarching Canadian Work Experience Pilots evaluation based on data and findings from multiple pilot programs.

The specific objectives of this project are to:

- Determine the level of demand for mentoring as an intervention;
- Determine the success of TRIEC Mentoring Partnership participants versus a control group;
- Analyse the employment outcomes and salaries of those participating in the project;
- Analyse the attitudinal and behavioral shifts of mentors participating in the mentoring program towards newcomers and resulting impact on their employers; and
- Recommend an approach and practices to support the development of a plan for scaling mentoring on a national level.

This is a full-time position starting as soon as possible and ending on November 29, 2019. This position reports to the Director, Immigrant Inclusion Strategies. It supervises a Research and Partnership Specialist and oversees the work of research and evaluation consultants engaged on the project. This position is located in downtown Toronto.

# Project Manager, TRIEC Mentoring Partnership Evaluation

## Key Responsibilities

- Develops and maintains MOU's and project work plans for the ongoing progress and execution of deliverables
- Supports project consultants and monitors implementation of work plan to ensure project is on track and deliverables are being met
- Liaises with ESDC evaluation consultant to ensure that requirements for overall evaluation are being met
- Monitors and evaluates all project activities, prepare project status reports and other reports required by funders or stakeholders
- In collaboration with TRIEC's communications team and consultants, develops communication tools as required to ensure full engagement of all participants including mentoring and control groups, mentors, employers, and service delivery partners
- Monitors and tracks program delivery, identifying program adaptations as required
- Manages project expenses in collaboration with the manager of operations and director
- Coordinates and oversees the activities of the project team, including assigning work, day-to-day supervision and feedback, identifying professional development opportunities and performance reviews
- Works with IT Business Manager in the development of IT and online tools to support program data collection and tracking
- Develops and leads consultations with project partners and stakeholders and participates in project advisory/working groups as required through the project
- Manages relationships with project partners and stakeholders (employers, service providers, IECs)
- Collaborates with TRIEC Mentoring Partnership staff to plan and gather statistical data and program information as outlined by the consultants
- Communicates project activities, timelines and deliverables to TRIEC Mentoring Partnership staff, partners and stakeholders
- Participates in TRIEC staff meetings, present and prepare reports and information on specific area of work when required.

## Funding and Financial Management

In collaboration with Director, Immigrant Inclusion Strategies:

- Prepares reports to funder as required.
- Reports on project budgets and cash flows.
- Liaises with funder and responds to queries as required.

# Project Manager, TRIEC Mentoring Partnership Evaluation

## Other Duties as Assigned

- All staff members work cooperatively to support each other's responsibilities where possible, and will support other TRIEC activities as assigned.

## Qualifications and Experience

- 5-10 years' experience managing projects from conception to final implementation with multiple partners and stakeholders.
- Experience in funder reporting and evaluation
- Previous experience managing research and evaluation projects will be a distinct advantage
- Experience managing relationships with multiple sets of stakeholders in the public, private and/or not-for-profit sector.
- Demonstrated experience achieving results while working collaboratively with partners and in a team environment.
- Post-secondary qualifications in a related field, or related relevant work experience.
- Advanced knowledge of Microsoft Office required.
- Knowledge of Salesforce is an asset.
- Experience working with a mentoring program and/or partners of TRIEC Mentoring Partnership, is an asset.

## Compensation

\$65,000 per annum plus generous benefits package including drugs and dental plans.

## How to apply

Qualified applicants are invited to submit an electronic resume and cover letter in a single MS Word file or PDF format, separated by page breaks to Hiring Manager [hr@triec.ca](mailto:hr@triec.ca) with the subject line: "Project Manager, TRIEC Mentoring Partnership Evaluation – Your Name"

## Deadline

Applications must be submitted by email by Wednesday, April 18th, 2018 at 5:00 pm.

Note: Only those applicants selected 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 any measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to these measures will be addressed confidentially. For more information on TRIEC please visit [www.triec.ca](http://www.triec.ca).