



DIRECTOR OF EMPLOYMENT & LEARNING

JOB POSTING

The YWCA Saskatoon is a dynamic team dedicated to positively impacting the lives of women, their families, and the community. YWCA Saskatoon is a vibrant organization providing inclusive community services on Treaty Six territory and the homeland of the Métis peoples since 1910. We look forward to the possibility of you joining our team.

DIVERSITY, EQUITY, & INCLUSION STATEMENT:

At the YWCA Saskatoon, we believe in the importance of diversity, equity, and inclusion. We are dedicated to creating and cultivating an inclusive workspace and workforce that represents the communities we serve. We acknowledge that certain groups have been historically disadvantaged and continue to face barriers in the workforce. In collaboration with the Canadian Employment Equity Act, we have identified the following groups, which have experienced historical and/or current obstacles, as part of our equity priority group:

These include:

- Indigenous peoples
- Persons of colour
- Persons with disabilities
- Women
- 2SLGBTQ+ community
- Newcomers to Canada

We base our selection process on merit and encourage all diverse groups to participate fully. We acknowledge the barriers that affect equity groups, and we're committed to addressing, mitigating and accommodating these barriers to strive for equity in the workplace.



POSITION SUMMARY:

The Employment & Learning department at the YWCA Saskatoon is a full-service center that provides under or unemployed individuals with employment counselling, training opportunities, and job search assistance. The Director of E&L is responsible for the overall management functions such as program delivery, administration, financial control, funding applications and employee supervision. This position researches and keeps informed of emerging and on-going needs for women and their families within Saskatoon in the area of work readiness and employment, and works to provide services that reflect and meet these needs.

POSITION REPORTING: Reports to the CEO

DIRECT REPORTS: 12-15: All employees of Employment and Learning Centre

WHAT WE OFFER:

- Rewarding work — contribute to meaningful change for clients and our community
- An inclusive and supportive team environment
- Complimentary membership at Fitness on 25th to support your health and work-life balance
- Comprehensive benefits package, including health, dental, and more
- Employer-matching pension plan to support your long-term financial well-being

WAGE: Based on experience

HOURS OF WORK: 37.5 hours per week

MAJOR RESPONSIBILITIES

1. **As a member of the Senior Leadership Team, works closely with the CEO and VP of Finance & Operations to deliver services as outlined in agreements with funding agencies.**
 - Develop, implement and evaluate all programs.
 - Recruit and train staff, supervise and allocate work assignments.
 - Ensure services are operating according to established standards, provincial acts and/or operating systems according to funding sources. Ensure adherence to reporting requirements and referral policies.
 - Implement policies and procedures.
 - Create a harmonious work environment that is sensitive to cultural and socio-economic differences in and between clients and employees.



2. **As a member of the Senior Leadership Team, works closely with the CEO to develop and implement integrated strategies for Employment & Learning Department and supporting action plans for the strategic plan.**
 - Participates in development of annual strategic planning goals.
 - Directs the implementation of the YWCA Saskatoon strategic plan within the Employment & Learning Department.
3. **Monitors revenue levels and financial position of the department.**
 - Identify potential sources of revenue and submit funding proposals and grant applications.
 - Works with the Finance team to prepare yearly budget for approval and consolidation into annual organizational budget.
4. **Promotes a consistent image and professional presence in the community.**
 - Represent YWCA Saskatoon on internal and external committees as appropriate.
 - Maintain a professional and collaborative working relationship with referral sources and other community agencies in order to deliver appropriate services to YWCA clients and/or refer individuals to appropriate agencies.
 - Maintain cooperative and effective partnerships with agencies providing similar services.
 - Deliver educational sessions to internal and external audiences.
5. **Implements processes to support exemplary customer service.**
 - Resolve customer inquiries, concerns and information requests relating to program areas, either personally or delegated through other department staff.

QUALIFICATIONS AND EXPERIENCE

- Post secondary education combined with relevant experience, preferably at a management level
- Minimum 3+ years of experience in a similar role within a workforce development setting
- Strong knowledge of Saskatoon's labour market trends, opportunities and challenges
- Familiar with return-to-work strategies, employment training and counselling
- Experience leading diverse and dynamic teams in a fast-paced environment
- Ability to facilitate consensus and manage conflict
- Strong organizational skills
- Superior communication skills
- Well-developed relationship-building and ability to develop rapport and communicate effectively with all stakeholders
- Competent in the use of specific digital applications Microsoft Office – Outlook, Word, Excel and Power Point; and Zoom
- An understanding of and commitment to, the philosophies of YWCA Saskatoon
- Familiarity with a unionized work environment would be beneficial.



CONTACT INFORMATION:

Applications will be accepted until the position is filled. Please send your resume and cover letter to careers@ywcaskatoon.com with attention to Cara Bahr.

YWCA Saskatoon thanks all who apply but only those selected for an interview will be contacted.