

## PROGRAM COORDINATOR – TRADE JOURNEY

### Job Posting

#### ABOUT YWCA SASKATOON:

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 Saskatchewan

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.

If at any time during the application and selection process you require accommodation, please email Pamela McKay at [pmckay@ywcaskatoon.com](mailto:pmckay@ywcaskatoon.com).

**POSITION SUMMARY:** The Program Coordinator is responsible for implementing the Trade Journey Program (including expected outcomes) for participants and employers based on community development theories and in consultation with the internal and external stakeholders. This person is an integral member of the Trade Journey team, supporting continued program development.

**POSITION REPORTING:**

Reports to Manager, Training Programs

**HOURS OF WORK:**

Full-time Permanent 37.5 hours per week

**WAGE:**

\$21.89 per hour (Step 1 – E&L Counsellor II wage grid)

Please note SEIU – West is the union and bargaining agent for all in scope employees

**MAJOR RESPONSIBILITIES:**

- Instruct program components that are culturally diverse and result in increased competencies and improved work readiness in the construction industry occupations.
- Guide participants to complete Trade Journey curriculum and transition through appropriate steps to gain essential skills, enhance employability, and acquire abilities that positively impact obtaining and maintaining employment.
- Follow accepted program development practice, facilitate the development of outcomes, outcome measures and program interventions to achieve those outcomes.
- Collaborate with external stakeholders, community partners and employers to create partnerships and implement strategies to positively impact work environments and link participants to employers.
- Promote a safe and equitable learning environment, identify barriers and implement strategies to influence positive changes.
- Track qualitative and quantitative information for evaluation of program.
- Under the supervision of the Manager, Training Programs track expenditures to ensure they are within the resources and requirements of program funding.

**QUALIFICATIONS AND EXPERIENCE:**

- University degree and/or a Journey Person Certification with related current experience delivering group and individual employment interventions with an adult education focus – an equivalent combination of related education and experience may be considered.
- Minimum 2+ years of experience in a similar role within a workforce development setting.
- Technology competent with emphasis on Microsoft Office programs and Zoom.
- Knowledge of Saskatoon's construction industry and Saskatchewan's trades occupations is considered an asset.
- An understanding of, and commitment to, the philosophies of YWCA Saskatoon.
- A reliable vehicle and valid driver's license.
- Criminal Record Clearance

**CONTACT INFORMATION:** This is a full-time position with the start date to be determined. Applications in the form of a resume and cover letter outlining qualifications and experience relevant to the position's responsibilities will be accepted until **the position is filled** and should be forwarded to [careers@ywcaskatoon.com](mailto:careers@ywcaskatoon.com) with attention to Pamela McKay, Manager of Training Programs.

For a complete job profile, please email [pmckay@ywcaskatoon.com](mailto:pmckay@ywcaskatoon.com).

*YWCA Saskatoon thanks all who apply. Only those selected for an interview will be contacted.*