



WOMEN SHIFTING GEARS PROGRAM COORDINATOR – Employment & Learning 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.

POSITION SUMMARY: The Program Coordinator is responsible for implementing the Women Shifting Gears Program (including expected outcomes) for program participants based on community development theories and in consultation with internal and external stakeholders. This is an in-scope position.

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

WHAT WE OFFER:

- Rewarding work; contribute to meaningful change for clients and our community
- An inclusive and supportive team
- Fitness membership at Fitness on 25th and a discounted rate on eligible programs

MAJOR RESPONSIBILITIES:

- Follow accepted program development practice, facilitate the development of outcomes, outcome measures and program interventions to achieve those outcomes.
- Deliver program components in a manner that is culturally diverse and results in increased competencies and improved work readiness in trucking industry occupations.
- Collaborate with external stakeholders and Saskatchewan employers to build and sustain strong partnerships that support program implementation and enhance participants' employment and job shadow opportunities.
- Maintain accurate records, statistical data and reports
- Monitor and work within program budget.

QUALIFICATIONS AND EXPERIENCE:

- University or Journey person education 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;
- Knowledge of Saskatchewan's trucking industry including provincial licensing and testing;
- Minimum 2+ years of experience in a similar role within a workforce development setting;
- Driver's license and a reliable vehicle;
- Proficiency in Microsoft programs and applications;
- Commercial Driver's license or experience in the trucking industry an asset;
- An understanding of, and commitment to, the philosophies of YWCA Saskatoon.
- Criminal Record Clearance

CONTACT INFORMATION:

This is a full-time position starting as soon as possible. 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 Pam McKay – Manager, Training Programs at pmckay@ywcaskatoon.com.

For a complete job profile, please email pmckay@ywcaskatoon.com.

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