



Agilec is looking for dedicated, self-directed team members. We offer an excellent work environment and company benefits. Our mission is to help people and organizations develop their potential. The foundation of Agilec is our six core values that form our approach to serving candidates, customers and each other.

Person Centred, Inclusiveness, Empowering, Team, Excellence, Integrity
To learn more about Agilec visit – <http://www.agilec.ca/careers>

Position: Project Coordinator (Contract Manager)
Status: Full-time Permanent
Location: Ajax, Barrie, Innisfil, or Orillia
Teams/Projects Employment Services and Vocational Rehabilitation Services

Role Summary:

The Project Coordinator provides leadership through planning, implementing, coordinating, and evaluating all aspects of multiple Agilec projects to ensure deliverables are achieved and excellent service is delivered.

General Responsibilities and Duties:

- Leader of front-line team leaders
- Foster an environment where everyone contributes to continuous innovation and improvement
- Ensure that all outcomes and other criteria meet or exceed customer and organizational expectations, within budget
- Develop and maintain processes to track, capture, evaluate, and report on project metrics including outcomes, customer satisfaction, and financial performance
- Analyze performance data to identify any problem areas, and engaging leaders and teams in solution design, implementation, and evaluation.
- Coordinate the provision and maintenance of facilities and infrastructure to provide an effective, safe, and healthy environment for employees and candidates
- Participate in interviewing, hiring, orienting, and training team members and leaders
- Coach team leaders to reach optimal performance
- Participate in community and business groups to maintain current knowledge of labour markets and uncover business growth initiatives
- Additional responsibilities and duties as required

Education:

- Completed undergraduate degree in relevant field from a recognized Canadian Institute or its equivalent
- Education or training in leadership, management, financial, business, commerce, an asset
- Relevant certifications such as CVP(F), CVP, RRP, or CDP, an asset



- Training through the International Coach Federation, an asset

Experience:

- Demonstrated leadership experience providing support to a multi-project teams, overseeing all aspects of team performance and development
- Proficient in coaching methodologies to lead teams and implement change
- Minimum three years' experience required in employment services, vocational rehabilitation, or related field
- Tracking, monitoring, understanding, and analyzing data for continuous improvement
- Business development and/or proposal writing
- Financial management experience working with project funders/customers

Knowledge:

- Excellent written communication skills demonstrated through proposal writing, electronic communication, and/or writing and summarizing monthly reports
- Excellent verbal communication demonstrated through everyday dealings with team, candidates, and customers
- Strong contract, budget management, and negotiation skills
- Intermediate understanding of computer software, networks, hardware, and office equipment
- Knowledge of the local and provincial labour markets
- Knowledge of community and government resources available to candidates
- General knowledge of Employment and Human Resources Legislation and practices an asset
- French language an asset

Hours and Duration:

40 Hours per week (subject to change)

Travel:

- Will be required to travel within or outside of regular working hours to meetings and community events, training, seminars, or to work in other locations
- If use of personal auto is required at any time, then valid driver's license is required; supplemental business insurance may be required

Hourly Rate: Project Coordinator pay scale applies

How to Apply:

Please submit a cover letter and resume by e-mail to the attention of Adrienne Haight at jobs@agilec.ca.

Please place **Leadership at Agilec – Your Name** in the subject line of your email.

Closing Date: December 4, 2017 at noon

Agilec welcomes and encourages applications from people with disabilities. We accommodate disabilities during the selection process.

We thank you for your interest, but only candidates selected for an interview will be contacted.