

*Mission: Nokee Kwe, founded on Aboriginal principles, is dedicated to creating, promoting, and sustaining culturally sensitive environments, which encourage and support personal development and self-determination.*

*Vision: At Nokee Kwe, we will be known as an organization that is a leader in the provision of holistic and comprehensive services to Aboriginal and non-Aboriginal individuals, assisting them in making meaningful life choices.*

**Nokee Kwe is hiring a Program Coordinator** Location: **London, ON**

**Position Summary:**

This is a 12-month, full-time position. Reporting to the Programs Director, the successful candidate will be responsible for planning, organizing, directing and leading a specific project from start to finish. Ensuring the project stays on budget and meets contractual targets. It requires interaction with a range of internal and external stakeholders, and often managing several moving project parts simultaneously. This is a skills building program focused on Indigenous Peoples and other underrepresented groups.

**Is this you? Then you should definitely apply!**

**Job Requirements**

* University degree or post-secondary diploma in project management, education, business, human resources, or related experience offering similar skill sets
* 3-5 years’ experience in a similar role with demonstrated success is an asset
* Connections to area employers
* Proficient oral and written communication skills
* Collaborates well in a team environment
* Self-motivated and able to manage tasks and outreach/networking independently
* Good understanding of project management, adult education, and job search strategies
* Ability to effectively interview clients and employers to identify and determine needs, interests, and potential workplace opportunities
* Ability to communicate effectively with diverse populations in a multi-cultural environment, and establish rapport with clients facing multiple employment barriers
* Able to work with multiple stakeholders
* Able to create monthly and quarterly reports
* Bilingualism is an asset
* Database experience is an asset

**This is what you will do.**

* Recruit program participants
* Work collaboratively with Indigenous communities/populations and other underrepresented groups
* Create suitability guidelines and participant assessment criteria for program participation
* Ensure candidates and employers meet suitability guidelines
* Conduct program intakes
* Conduct regular follow-ups with current participants and graduated cohorts
* Ensure participants are progressing with their learning and provide any supports if necessary to ensure participant success
* Ensure program targets are met
* Network, interact, and liaise with local employers to market program and to elicit employment opportunities for our clients
* Work closely with training agent to ensure seamless delivery of training
* Create monthly and quarterly reports
* Work with the finance team to ensure budgets are on track
* Create a project work plan
* Work with the Nokee Kwe team to ensure participant and employer wrap-around services are available
* Utilize social media/other marketing venues to promote the program
* Create graduation recognition events
* Conduct client placement intake/paperwork and assessment meetings to evaluate client readiness and next steps
* Create and nurture strong relationships with participants and employers, monitoring placement situations to ensure retention
* Maintain detailed records of client and employer interactions
* Prepare and maintain necessary documentation for accounting procedures, including invoicing, contract negotiation, and budget management

**Nokee Kwe is an equal opportunity employer and invites all qualified candidates to apply, however, Preference will be given to Indigenous applicants.**
Nokee Kwe does not discriminate on basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. If you need assistance or accommodation due to a disability, you may contact us at (519) 667-7088

Only those candidates selected for an interview will be contacted. Apply via email to deba@nokeekwe.ca with cover letter and resume attached. No phone calls please. **Note program coordinator in the subject line.** Please include salary requirements. Posting will close March 21, 2022, with an anticipated start date of April 11, 2022.