



Position Description

Title: Program Coordinator, Connector Program

Status: Full-time, 12-month contract

Supervisor: EDO, Eastern Strait Regional Enterprise Network

The **Eastern Strait Regional Enterprise Network** includes the Town of Antigonish, the Municipality of the County of Antigonish, the Municipality of the District of Guysborough, the Municipality of the District of Saint Mary's and the Town of Port Hawkesbury

Position Overview

Reporting to the EDO, Eastern Strait Regional Enterprise Network, the Program Coordinator, Connector Program, is responsible for managing the implementation and expansion of the Connector Program. The Connector program is a pay-it-forward concept that taps engaged community and business leaders (Connectors) to help employment-ready workers, local and international graduates, and immigrants (Connectees) build professional Networks and break into the local labour market.

Roles and Responsibilities

The Connector Program Coordinator will perform a wide range of duties including, but not limited to the following:

- Provide administration and ongoing evaluation of the Connector Program to advance the Program's goals and objectives.
- Communicate program goals, deliverables and timeline with the Eastern REN.
- Provide leadership and direction to the program to ensure success.
- Serve as the liaison between the Connector Program, community partners, and business leaders.
- Review and enhance criteria for the identification a selection process for Connectors and Participants.
- Locate and recruit Participants and ensure they receive training and coaching required.
- Recruit and engage President, CEO, business leaders and business owners to engage as Connectors and ensure they receive the training and coaching as required.
- Ensure processes in place for quality data tracking for Connector interactions and ongoing process for maintaining quality data.
- Collaborate with the marketing and Communications Team on the identification and development of Program materials and collateral necessary to build awareness within the community.
- Creating and writing articles for blogs, magazines and digests.
- Lead presentations to business and academic community.



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- Lead Speed Interview and Speed Networking events planning and implementation.
 - Meet with candidates, review candidate's profile, determine candidates educational and career goals, ensure the job readiness of the candidate, provide labour market information for candidates, make selection for participation and match to the first Connector.
 - Build rapport with StFX and NSCC liaisons and encourage all groups to develop a strong database of local and international graduate referrals.
 - Network and build relationships that will provide opportunities to increase Connector and Connectee participation.
 - Manage the database and ensure accuracy, integrity and timely entry of data.
 - Maintain confidentiality in communication with all participants.
 - Promote the Eastern REN's mission and vision within the workplace, client base and broader community.
 - Participation in strategic planning with the Eastern REN team.
 - Other duties as assigned by the Eastern REN CEO.

Qualifications

- Self-motivated, goal-oriented person who works well independently, while exercising good judgement, decision making and problem-solving skills
- Bachelor's degree or post-secondary diploma, preferably in Business Administration, Human Services, Human Resources, or related field, or a suitable combination of education and experience.
- Effective client service, recruitment or community outreach experience
- Proficiency in MS office environment. (Word, Excel, PowerPoint)
- Excellent writing skills

Working Conditions

The Connector Program Coordinator will work in both an office environment and in the field and will work a standard work week. Flexibility in working hours is required as some work will be done outside the standard work week. Travel throughout the region will be required.

Salary

- Salary is set at \$45,000 for twelve (12) month term, subject to funding with the possibility for extension

Please send your resume and cover letter by **April 17th, 2018** to:

Maria Ludlow, EDO Eastern Strait Regional Enterprise Network
mludlow@esren.ca