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117-77 James St. N., Hamilton, ON L8R 2K3

Project Coordinator

Temporary Position – Dec-01-20 to Nov-15-21

About Us

The Adult Basic Education Association (ABEA) is a not-for-profit organization that acts as the adult learning network in Hamilton. We are the central referring agency for adult education and upgrading. We are the lead for this project. Partners for this project include Literacy Link South Central, Literacy Link Niagara, Workforce Planning Hamilton, Niagara Workforce Planning Board and the Workforce Planning Board of Grand Erie.

About the Project

We have been funded by the Ministry of Labour, Training and Skills Development through the Ontario Labour Market Partnerships fund.

The objective of this project is to develop career ladder reports for entry-level positions in the Manufacturing and Health care sectors in Hamilton, Niagara, Brantford and Haldimand-Norfolk. Through this project we will research the labour market information to determine 3-5 entry-level jobs in those sectors that have consistent growth in the region and have opportunities for advancement. We will then consult with employers and other stakeholders (instructors/trainers) to identify the skills and training needed for individuals to advance from entry-level jobs to mid-level jobs in these sectors. As a result of this research, we will develop career ladder reports that will include information about the labour market in relation to the sector and job, as well as the specific skills and training needed both for entry and advancement. The target audience will be those that have multiple barriers to employment.

Tasks and Responsibilities – You will coordinate all aspects of the project including

- overseeing the evaluation of outcomes by developing and maintaining an evaluation workplan
- coordinating and supporting the Steering Committee (4 meetings and correspondence)
- compiling and validating data from the labour market analysts to determine key entry level and next level occupations
- conducting background research for the skill sets needed in the chosen occupations
- coordinating the employer engagement strategy to validate the labour market analysis, skill sets required and advancement/career ladder opportunities
- developing an asset map (upskilling/training available in the regions) with the support of the 3 learning networks
- developing and revising the final report with feedback from the steering committee

Key Skills Required

- a. Project management experience
- b. Strong oral and written communication skills
- c. Ability to work independently and problem solve
- d. Ability to work as part of a team
- e. Advanced working knowledge of file management, Internet/email, Google calendar/apps, cloud storage, Microsoft Office Word and Excel

Key Assets

- a. Knowledge of/experience with the Literacy and Basic Skills (LBS) program
- b. Knowledge of/experience with workforce planning boards
- c. Understanding of the current labour market – particularly in Hamilton, Niagara, Brantford and Haldimand-Norfolk
- d. Knowledge of the healthcare and/or manufacturing sectors

Education

Completed post-secondary program in a relevant discipline (for example, project management, education, social work/services/sciences, economics, labour market analysis).

Reports to	Sara Gill, Executive Director, Adult Basic Education Association
Start Date	December 1, 2020
End Date	November 15, 2021
Wage	\$36 per hour
Hours per week	20
Schedule	To be negotiated
Location	Primarily remote, may require some in-office work at ABEA and potential employer meetings (if all safety precautions are met)
Closing date	November 22, 2020, 11:59 pm *Interviews will take place the week of November 23 rd
Submission Details	Please submit a cover letter and resume in a single document. Your cover letter should outline how your education, skills and experience specifically relate to the position. Save your document as “Last Name, First Name-CareerLadders”. Email subject line – “ABEA Posting – Career Ladders”
Submit to	Sara Gill, director@abea.on.ca

Thank you to all those that apply. Only those selected for an interview will be contacted.

ABEA is an equal opportunity employer who is committed to supporting a diverse, inclusive working environment. Upon request, ABEA will provide reasonable accommodation for disabilities to support participation in the recruitment process and on the job. For detailed agency information please visit our website – www.abea.on.ca



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