



Title: Employment Development Coordinator, Social Enterprise

Job Status: Full Time 40 hours

Job Region: All Blue Door Locations

Equipment: Computer, telephone, Reliable Vehicle/Valid Driving License/Insurance and clear driver's abstract.

Salary: \$50,000-55,000

Blue Door is a not-for-profit registered charitable agency governed by a volunteer Board of Directors. We have been an integral part of our community providing essential emergency shelter services since 1982. Blue Door's mission is to support people who are at risk of or experiencing homelessness to attain and retain affordable housing.

Job Summary

Reporting to the Manager of Training and Employment, the Employment Development Coordinator plays a critical role in bridging the gap between training and employment. With a dual focus on building strategic partnerships and providing personalized employment support to program participants, this role ensures that program graduates transition smoothly into well-paying, meaningful employment within the construction industry. The applicant must be willing to address issues head on and actively seek ways to support program participants. This person must be a team player – participating in team meetings, providing new ideas on how to enhance and improve the program, as well as being flexible in completing various tasks as needed with a consistency and within the values, goals and mission of the organization.

Responsibilities

- Build and strengthen relationships with recruiting organizations, unions, and private sector employers.
- Collaborate with employer and union partners to identify workforce needs and potential barriers to participant success post-employment.
- Support employers' involvement in the training program, including facilitating guest speaker engagements and job fair participation.
- Expand Construct's network by securing new partnerships, with success measured by the number and quality of connections established.
- Conduct one-on-one meetings with each participant to identify trade interests and align them with appropriate apprenticeship and/or employment pathways.
- Provide career counseling and job readiness support, including resume development, mock interviews, and coaching on employer expectations.
- Offer continuous employment coaching for program graduates for up to 12 months post-program completion.
- Collaborate with training staff to ensure curriculum aligns with real-time industry needs and employer expectations.
- Develop customized training pathways for participants with specific trade interests by liaising with relevant employers or industry partners.

- Support the integration of employer insights into the curriculum by facilitating their participation in training sessions as guest speakers or mentors.
- Coordinate with Manager, Training and Employment, and support staff to ensure participants are well supported throughout the program and beyond.
- Work closely alongside the on-site staff to address any underlying issues including conflict resolution and culture.
- Utilize effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Examine new opportunities helping the program grow and continue to build out the resources and supports offered to program participants.
- Other duties as assigned

Respect and Professionalism

- Maintain professionalism in the workplace.
- Working cooperatively alongside and supporting all Blue Door team members and departments.
- Adherence to the mission, vision, policies and procedures of the agency.
- Able and willing to promote harm reduction practices in accordance with core standards.
- Attend internal staff meetings and staff training as required.
- Maintain the confidentiality of all client and agency information.
- Utilizes effective conflict resolution skills in accordance with (Crisis Prevention Intervention (CPI) training.
- Fosters positive and appropriate relationships with clients, colleagues, community partners and volunteers.
- Provides referrals and follow-up as necessary.
- Meets with manager on a regular basis and participates in completion of annual performance evaluation.

Occupational Health & Safety

- All employees are responsible for carrying out work in a way that does not adversely affect their own health and safety and that of others.
- All employees shall learn and understand health and safety policies and procedures and will comply with them.

Qualifications

- Minimum Bachelor of Social Work Degree or equivalent combination of Bachelor level education and experience.
- 1-2 years work experience in social work, employment services, workforce development, or related fields.
- Knowledge of community resources available in York, Durham and Peel Region and surrounding areas.
- Knowledge of the construction and trades sector is considered an asset.
- Excellent communication (oral and written), time management, problem solving, and organizational skills.
- Demonstrated computer literacy including Microsoft Office, and digital marketing platforms.
- Experience with learning management systems (Learn Dash) and social media an asset.

- Clear Vulnerable Sector Screening police check required.
- Valid Driver's license, reliable vehicle, and insurance

Blue Door is committed to the development of a staff and leadership team that reflects the incredible diversity of the communities we serve. We promote the principles of intersectional anti-racism and anti-oppression and adhere to the tenets of the Ontario Human Rights Code. We both welcome and encourage applications from members of groups with historical and/or current barriers to access and equity, including Indigenous, Black and racialized people, members of 2SLGBTQIA+ communities, people with disabilities, and people with lived experience of homelessness. Blue Door is a unionized work environment.

In accordance with the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005, and Blue Doors AODA Policy, accommodation will be provided in all parts of the hiring process. Applicants need to make their needs known in advance. All applications will be reviewed as received, and interviews will begin for qualified candidates as soon as possible. The position may be filled before this job posting ends. Only candidates selected for an interview will be contacted. Please submit a cover letter and resume to hr@bluedoor.ca