



Elgin Project Officer

Position Opening: 1 35 Hours per week Term of Employment: February 2016 – May 2017

The Elgin Middlesex Oxford Workforce Planning and Development Board (EMOWPDB) is seeking a dynamic, self-motivated Project Officer to join our team for a 16 month term. The Project Officer will be coordinating all activities relating to the Local Employment Planning Council (LEPC) pilot program in the County of Elgin and City of St. Thomas. The LEPC is intended to improve labour market conditions in local communities through the provision of local labour market information to drive innovation in service delivery based on solid evidence. The LEPC pilot design is intended to strengthen local capacity to address local workforce development challenges and opportunities and to act as a key system feature for integrated employment and training services. The successful candidate will be working in a fast-paced LEPC team environment. This LEPC environment will require team members to work effectively and efficiently within the team as well as the ability to work independently with minimal supervision.

JOB DESCRIPTION:

The Elgin Project Officer reports directly to the Executive Director of the EMOWPDB. This position has three key areas of responsibility – project coordination (40%), community and employer outreach (40%) and planning and reporting (20%).

For the full Project Officer Job description, please visit the Elgin Middlesex Oxford Workforce Planning and Development Board website: www.workforcedevelopment.ca
(Look under News in the About Us section)

KEY RESPONSIBILITIES

- Work under the direction of the Executive Director in collaboration with community stakeholders to conduct outreach to the business community, share labour market information and assist with the organization of stakeholder meetings to meet Local Employment Planning Council (LEPC) Program Guidelines;
- Coordinate all project-related committee meetings including but not limited to: preparing all meeting materials, scheduling, corresponding, attendance invitations and confirmations, minute taking and distribution of materials;
- Manage assigned resources to ensure activities/projects are completed on time and within budget;
- Maintain accurate project records; enter and update project details as required and enter statistical data as needed;
- Provide regular updates to the Executive Director regarding Elgin Workforce Development Committee activities, project development and complete reports as required;
- Responsible for supporting, building, and enhancing the image and visibility of the Local Employment Planning Council (LEPC) within the County of Elgin and City of St. Thomas;
- Work in collaboration with external consultants and stakeholders throughout the County of Elgin and City of St. Thomas;
- Participate in the development and implementation of the LEPC Strategic Plan;

- Plan, coordinate and deliver stakeholder engagement and education activities as appropriate in support of general LEPC activities and outreach as well as in support of the work of the Elgin Workforce Development Committee activities and outreach;
- Effectively and accurately communicate relevant project information to the Executive Director and Elgin Workforce Development Committee;
- Keep the EMOWPDB Executive Director and others informed with project status and issues that may impact program outcomes;
- Participate in weekly team meetings with the Executive Director for ongoing project monitoring and management;
- Assist the EMOWPDB and Literacy Link South Central (LLSC) to compile reports to meet Quarterly Status and Adjustment Reports to the Ministry;
- Prepare and submit reports required under performance management systems in a continuous improvement model to meet reporting standards to the Ministry;
- Other duties as assigned.

Qualifications:

- Post-secondary graduate in business, commerce, communications or related field, or a combination of equivalent education and experience;
- Experience with project coordination and/or business or community outreach;
- Must be legally entitled to work in Canada;
- Valid Driver’s License and vehicle with current insurance.

Experience:

- Demonstrated ability to deal effectively and cooperatively with co-workers and the public;
- Knowledge of the local community in which they will be working
- Strong communication and presentation skills, both written and oral;

Skills:

- Skills and experience in developing partnerships and community planning;
- Excellent communication, organizational and time management skills;
- Bilingualism is valued, therefore fluency in the following languages would be a definite asset: English, French;
- Ability to self-motivate, work flexible hours including evenings and weekends.

Application Deadline:	Friday, January 8th, 2016 at 4:30 p.m. EST
Cover letter and resume submission:	email: debra@workforcedevelopment.ca Subject line: Elgin Project Officer

We would like to thank all applicants for their interest; however, only those candidates selected for interviews will be contacted.