

## **Magnet Initiative - Hamilton Chamber of Commerce Program Coordinator**

### **JOB DESCRIPTION:**

Magnet is an online matchmaking platform connecting job seekers with employers. The Program Coordinator position will lead the implementation and day-to-day operations of the Magnet program in Hamilton, in addition to the potential of other educational development projects. Strong skills in project management, stakeholder relations, research, and communications are required for this role. Compensation will be commensurate with experience.

### **DUTIES AND RESPONSIBILITIES:**

- Develop and execute an effective marketing and outreach campaign to promote awareness and increase uptake of the Magnet program with prospective employers and job seekers in the Hamilton region.
- Develop strong working relationships with public and private stakeholders, funders, and prospective employers.
- Oversee the development and execution of the online software application of the program.
- Sustain and increase ongoing funding resources for the program.
- Convene and manage the Magnet Steering Committee which oversees the program.
- Track and distribute labour market data collected by Magnet to partners, as required.
- Take on responsibilities to deliver any additional educational projects, as required.
- Establishment of an industry partnership that would sustain the engagement of employers in workforce development issues.

### **QUALIFICATIONS:**

The ideal candidate will:

- Demonstrate the characteristics and techniques of a highly effective project manager.
- Possess superior writing and oral communication skills.
- Have an ability to establish and maintain key stakeholder relationships in multi-disciplinary and sectoral areas in the private, public and nonprofit sectors.
- Demonstrate an ability to identify, secure and manage funding resources for a program.
- Possess skills and experience in financial management, tracking results and reporting back to funders.
- Prospect, on-board and orient new employers in a program, while ensuring a high rate of retention.
- Adhere to the highest standards of customer service.
- Understand the needs of employees and employers in the labour market.
- Be self-motivated and work with limited direction.

- Be highly organized and demonstrate superior time management skills.
- Be able to cope in high-pressure situations, handle changing priorities and strict deadlines.

**EXPECTATIONS:**

Working hours are from 8:30 am to 4:30 pm, Monday through Friday. However, it is understood that in order to adequately perform the duties of this position the incumbent will be required to work outside these hours and this shall be considered an expectation of the terms and conditions of employment. The incumbent is required to use his/her vehicle in the performance of all duties.

**EDUCATION AND/OR EXPERIENCE:**

Minimum of 5 years experience coordinating government-funded projects from proposal stage to execution. University degree or college diploma is preferred. The successful candidate must have a valid driver's license and their own reliable vehicle.

**DEADLINE:**

Please submit your a cover letter and CV by no later than Monday, May 8 by 5pm to [w.eames@hamiltonchamber.ca](mailto:w.eames@hamiltonchamber.ca).