



Middlesex 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 Middlesex. 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. 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 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 Middlesex 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 Middlesex;
- Work in collaboration with external consultants and stakeholders throughout the County of Middlesex
- 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 Middlesex Workforce Development Committee activities and outreach;
- Effectively and accurately communicate relevant project information to the Executive Director and Middlesex 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 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:	Monday, January 4th, 2016 at 4:30 p.m. EST
Cover letter and resume submission:	email: debra@workforcedevelopment.ca Subject line: Project Officer

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



Communication Officer

Position Openings: 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 Communication Officer to join our team for a 16 month term. The Communication Officer will manage all internal and external communication activities relating to the Local Employment Planning Council (LEPC) pilot program. 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 candidates will each coordinate activities of multiple stakeholder groups, of up to 20 members each, and will be working in a fast-paced team environment. This environment will require its team members to work effectively and efficiently within the team as well as the ability to work independently with minimal supervision.

JOB DESCRIPTION:

The Communication Officer reports directly to the Executive Director of the EMOWPDB. This position has three key areas of responsibility – labour market information product design and distribution (40%), two-way community and employer communication and engagement (40%) and internal communication 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 the LEPC Central Planning Table to organize and deliver communication strategies effectively to meet Local Employment Planning Council (LEPC) Program Guidelines;
- Coordinate all project-related communications including but not limited to: preparing all communications materials, scheduling, corresponding, and distribution of materials;
- Manage social media to ensure activities/projects are communicated 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 communication activities, communication tools development and complete reports as required;
- Responsible for supporting, building, and enhancing the image and visibility of the Local Employment Planning Council (LEPC) including the development of the project logo;
- Oversee the development and implementation of the LEPC website;
- Participate in the development and implementation of the LEPC Strategic Plan;

- Plan, coordinate and deliver communications to ensure stakeholder engagement and education activities as appropriate in support of general LEPC activities and outreach;
- Effectively and accurately communicate relevant project information to the Executive Director and Subject Matter Working Groups;
- 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 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;
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- Must be legally entitled to work in Canada;
- Valid Driver’s License and vehicle.

Experience:

- Experience with managing project communication;
- Demonstrated ability to deal effectively and cooperatively with co-workers and the public;
- Knowledge of the local community and local media;
- Strong communication and presentation skills, both written and oral;

Skills:

- Skills and experience in developing communications material;
- Excellent communication, organizational and time management skills;
- Bilingualism is valued, therefore fluency in both English and French would be a definite asset;
- Ability to self-motivate, work flexible hours including evenings.

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

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