



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Project/Contract Manager-Vocational Rehabilitation

<b>Job ID</b>	<b>A4-D1-5B-FF-EE-57</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=A4-D1-5B-FF-EE-57">https://careers.indigenous.link/viewjob?jobname=A4-D1-5B-FF-EE-57</a>	
<b>Company</b>	Agilec	
<b>Location</b>	Oshawa, Ontario	
<b>Date Posted</b>	From: 2021-06-07	To: 2021-06-14
<b>Job</b>	Type: Full-time	Category: Human Resources
<b>Languages</b>	English/French Language An Asset	

### Description

The Contract/Project Manager provides leadership through planning, implementing, coordinating, and evaluating all aspects of multiple Agilec projects to ensure deliverables are achieved and excellent service is delivered.

General Responsibilities and Duties:

- Leads front-line team leaders and teams
- Fosters an environment where everyone contributes to continuous innovation and improvement
- Ensures that all outcomes and other criteria meet or exceed customer and organizational expectations, within budget
- Develops and maintains processes to track, capture, evaluate, and report on project metrics including outcomes, customer satisfaction, and financial performance
- Analyzes performance data to identify any problem areas, and engages leaders and teams in solution design, implementation, and evaluation
- Participates in interviewing, hiring, orienting, and training team members and leaders
- Coaches team leaders and teams to reach optimal performance
- Participates in community, professional associations, and business groups to maintain current knowledge of labour markets and uncover business growth initiatives
- Additional responsibilities and duties as required

### Experience

- Minimum three years' experience in leadership
- Minimum three years' experience in employment services, vocational rehabilitation in the public and/or private sector, or related field
- Leadership/contract management experience providing support to teams, overseeing all aspects of team and contract performance
- Proficient in coaching methodologies to lead teams and implement change
- Tracking, monitoring, understanding, and analyzing data for continuous improvement
- Business development and/or proposal writing
- Financial management experience working with project funders/customers

### Credentials

- Certification or eligibility in one of the following: CVRP, CCVE, CVRP, CCRC, RRP, CVE, RKin, OT.
- Training through the International Coach Federation, an asset

### Education Requirements

- Completed undergraduate degree in relevant field from a recognized Canadian Institute or its equivalent
- Education or training in leadership, management, financial, business, commerce, an asset

### Essential Skills

- Excellent written communication skills demonstrated through proposal writing, electronic communication, and/or writing and summarizing monthly reports
- Excellent verbal communication demonstrated through everyday dealings with team, candidates, and customers
- Strong contract, budget management, and negotiation skills
- Intermediate understanding of computer software, networks, hardware, and office equipment
- Knowledge of the local and provincial labour markets
- Knowledge of community and government resources available to candidates
- General knowledge of Employment and Human Resources Legislation and practices an asset
- French language an asset

### Work Environment

Central Ontario-work from home opportunity

### How to Apply

Please submit a cover letter and resume by e-mail to the attention of Danette Anthony at [jobs@agilec.ca](mailto:jobs@agilec.ca).

Please include Leadership at Agilec "Your Name" in the subject line of your email.

Closing Date: June 14, 2021