

Job posting, External

Job title: Program Worker, IT Security Bridge Training Project
Classification: A
Compensation: \$28.10 - \$29.82 per hour
Hours: 35 hours per week
Start / End Date: ASAP to March 31, 2025
Reports to: Manager – Program & Services
Posting Date: March 14, 2024
Reference Number: CLU-2024-10
Deadline to apply: March 20, 2024

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 35 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

Job Summary

CultureLink's IT Security Bridge Training project assists newcomer professionals with an IT background in finding and retaining employment, by providing CISSP training, mentoring, networking opportunities, help with resumes and interviews, and insight into the Canadian workplace and job strategies. The Program Worker works in a team to plan, promote, carry out and document program activities.

In-person work at one or more sites will be required, depending on public health conditions. The Program Worker must be proficient with technology and online tools (for example Zoom, Google Meets), and able to support clients to participate using technology and online tools.

Maintaining positive relationships with CultureLink colleagues and external partners is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide events.

Duties

- Outreach to Internationally-Trained IT professionals through presentations, advertising, networks, social media and word of mouth.
- Build effective connections with diverse stakeholders, including Chief Information Officers in the private sector, settlement and non-settlement organizations to promote our services and build strategic partnerships.
- Develop quality promotional materials and distribute them through diverse channels; organize promotional events.
- Recruit and work with an advisory panel to ensure the program is comprehensive, meaningful and successful.

- Recruit mentors to work with students on weekly basis and connect them to monthly hackathons or sector social events.
- Provide employment related support such as resume writing, mock interview, and job search strategies, to increase clients' employability.
- Support clients in finding and retaining meaningful employment through employer connections and ongoing support.
- Organize networking events focusing on employment and mentoring.
- Prepare and submit reports using different formats as required; design and implement tools to facilitate reporting and overall documenting activities; maintain up-to-date program statistics
- Other duties as assigned

Required Work Capacities:

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting (files, laptop, and program supplies up to 5 kg); working in an open office
- Non-physical demands: travel between worksites and stakeholder sites; occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional situations; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

Qualifications:

- Post-secondary program or degree in a relevant field or a combination of equivalent experience and education.
- Minimum three years of community work experience supporting internationally trained professionals in finding employment.
- Knowledge of the pathways for internationally trained IT professional to get back in their field of expertise. Eg. Credential recognition, employment opportunities in the field, etc.
- Excellent communication skills (both verbal and written) with the ability to build and maintain positive working relationships with diverse stakeholders.
- Volunteer recruitment, engagement and management is an asset.
- Satisfactory Vulnerable Sector Screening within the past six month
- Must be authorize to work in Canada
- Fluency in languages other than English is an asset.