



## EMPLOYMENT MENTORING PROGRAM MANAGER

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**Title:** Employment Mentoring Program (EMP) Manager

**Full-Time:** Permanent

**Reports:** Director of HR & Strategic Projects

**Location:** Mississauga

**Industry:** Not-for-profit

### COMPANY PROFILE

Founded in 2004, Jake's House is a Provincially and Federally funded Canadian charity with a mission to provide meaningful support to families living with autism across the country. Recognizing that more than any other single issue, families dealing with autism need a community, Jake's House is committed to growing a strong network of people who understand and care - a family, determined to provide tangible solutions at every stage of life.

In addition to growing a caring, committed community, Jake's House offers a continuum of structured services to provide practical help today and lasting hope for tomorrow. Through four strategic offerings – social events for the whole family; mentoring programs for youth; employment opportunities for young adults; and housing for the aging population – Jake's House supports individuals on the spectrum throughout their entire lifespans.

Through these events and services, as well as other strategic initiatives, Jake's House strives to empower individuals with autism; offer their caregivers support and respite; raise awareness; share resources; and build a caring community. Jake's House is dedicated to delivering assistance to those who need it right now, while also determined to establish a support system for future generations.

The ideal candidate will be working with a dynamic, fast-growing organization, collaborating with a passionate, dedicated team.

### JOB OVERVIEW

Jake's House is currently seeking a Program Manager, responsible for leading the organization's provincially supported Employment Mentoring Program (EMP) for individuals with autism and developmental disabilities. Reporting directly to the Director of HR & Strategic Projects, the Program Manager will be responsible to lead all duties related to the EMP including collaborating with multiple partners and stakeholders, data collection and analysis, intensive report writing, implementation of the training programs, delivery of services to the candidates and employment partners. The Program Manager will be the initial point of contact for EMP across three locations (Ottawa, Toronto and London) for the respective corporations and employment partners, and



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will proactively build and grow trusting relationships with our community. This position is a hands-on role that allows for a great deal of strategy and implementation of best-in-class employment and training practices.

### JOB RESPONSIBILITIES

- Lead the planning and execution of the EMP ensuring 80+ individuals living with autism/developmental disabilities gain meaningful employment opportunities.
- Lead the Capabilities and Life Skills Training department and program, ensuring service delivery to 300+ individuals with autism/developmental disabilities.
- Lead the implementation and execution of the Candidate Assessment and In-take Process for the EMP.
- Build and maintain relationships with partners, clients and all community stakeholders to keep pace with emerging market trends.
- Participate and manage the EMP Advisory Committee, and outreach programs as required.
- Maintain data collection and tracking records for the EMP, producing internal and external qualitative and quantitative reports on a quarterly basis.
- Develop and deliver public speaking engagements and presentations to prospective employment partners and sponsors.
- Develop and modify resources and tools of the EMP
- Participate in the maintenance, development and implementation of policies and procedures.
- Perform cross functional, and other management and team duties as assigned.

### JOB REQUIREMENTS

- Bachelor's or master's degree in Project Management, Communications, Business, Human Resources, or a related discipline.
- Minimum 3-5 years of experience working within recruitment, HR, project management or corporate environments.
- Project Management Professional (PMP) certification considered a strong asset.
- Strong interpersonal, communication, and conflict resolution skills with an ability to deal effectively with multiple stakeholders.
- Excellent written and verbal skills, with the ability to write concise, persuasive, and accurate copy and deliver strong presentations to management and partners.
- Proven experience or a strong interest in working within a fast-growing, dynamic entrepreneurial environment; able to multi-task on concurrent projects.
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals.
- Proficient with MS Office software programs (e.g. Outlook, Word, PowerPoint, Excel, etc.).
- Detail-oriented and strong organizational skills; striving for high quality results in all situations.



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- Kind and empathetic with a passion for people - understanding the individuals and families we support always come first.
- Able to travel to attend meetings as required, within Ontario.
- Must be professional, objective, and empathetic while interacting with individuals and families interested in the program.

### **Ideal Candidates (Culture Fit)**

- Self-starter, proactive, takes initiative, resourceful, bootstrap mentality, go-getter
- Innovative, entrepreneurial, dynamic, creative, collaborative
- Adaptable, resilient, can switch gears and hats quickly, thrives in dynamic, fast-growing and fast-moving environment.
- Positive, energetic, enthusiastic, passionate.
- Committed, disciplined.
- Compassionate, caring, understanding, genuine, strong 'family values'.

Jake's House is an equal opportunity employer. We do not discriminate on the basis of race, colour, religion, marital status, age, national origin, physical or mental disability, medical condition, gender, sexual orientation, gender identity, or any other status protected by law. We celebrate diversity and are committed to creating inclusive working environments for all employees.