



## DIRECTOR OF EMPLOYMENT & COMMUNITY WORKSHOPS

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**Title:** Director of Employment and Community Workshops  
**Type:** Full-time  
**Reports:** Chief Operating Officer (COO)  
**Location:** Mississauga, Ontario  
**Industry:** Not-for-profit  
**Salary Range:** \$80,000 (Commensurate with experience)

### COMPANY PROFILE

Founded in 2002, 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.

Specifically, Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Social Events & Awareness, a two-decade tradition of bringing families living with autism together for welcoming, fun and festive celebrations in Toronto, Ottawa and London – with cross country expansion planned.; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Employment Mentoring Program, a program that supports the integration of young adults into the workforce; and 4) Inclusive Housing Program, designed to address the growing housing gap in the autism community, giving more aging adults a place to call home.

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

### JOB OVERVIEW

Jake's house is looking for a highly effective leader to manage the development and execution of workshop programs while building, leading and maintaining program excellence. The Director is also responsible for establishing and building key relationships to fulfill program, administration, and support services obligations. The successful incumbent will lead a diverse team comprised of internal and external stakeholders including service delivery partners, contractors, and staff. The Director will be responsible for coordinating and launching new and improved programs and



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projects, often working with cross functional teams and co-managing project coordinators working on a variety of projects. An integral part of the leadership team, the Director will demonstrate the Jake's House values and reinforce these values across the organization.

### RESPONSIBILITIES

#### Workshop Programs - Build & Lead

- **Primary Focus:** newly expanded Employment Mentoring Program (EMP)
- **Secondary Focus:** Legends Mentoring Program (LMP) and other programs as determined.

#### Program Curriculum - Develop & Deliver

- Lead the research, planning, development, implementation, and evaluation of:
  - the newly expanded EMP's Employment and Life Skills Training including, four-week program curriculum development, instructor selection and training, and conduct research to ensure outcomes of program align with workplace standards.
  - LMP ensuring program objectives are met while focusing on growth and expansion.
- Maintain budgets for projects ensuring accuracy for reporting purposes.
- Oversee data collection, ensuring information is accurate and entered into a reliable database.
- Work closely with the JH leadership team on all other assigned special projects, both large & small and short & long-term for planning, managing and execution – i.e.:
  - Assist with various events and projects.

#### Program Capacity – Identify, Engage & Build

- Stay informed and knowledgeable on all current and emerging trends in the autism community - mentorship, employment, and community housing programs.
- Identify, cultivate and solicit new opportunities through - new & existing relationships.
- Negotiate partnership agreements with agencies and service partners to expand and deliver programs and services.
- Forge new partnerships with other community-based organizations and corporations to increase volunteer engagement and support and assist with the planning and development of a volunteer strategy for 2023-2024.

#### Program Funding – Identify & Apply

- Identify potential funding and grant opportunities.
- Manage funding applications and support fundraising initiatives which support the delivery of successful programs.

#### Workshop Program Teams (Internal & External) - Manage & Lead

- Reports to the JH executive team to ensure strategic and operational objectives are fulfilled.
- Lead, direct and guide management and coordinator level employees along with service partners, contractors, and vendors.



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- Coach and lead internal and external program team members by setting clear objectives and outcomes aligned with strategic and operating plans.
- Be a highly visible leader committed to developing and growing the culture at Jake's House.
- Demonstrate effective delegation of staff responsibilities and a system of follow up and accountability.
- Monitor staff performance and help identify development, coaching and improvement milestones.
- Demonstrate leadership traits such as good communication, integrity and strong interpersonal skills while ensuring an equitable and diverse work environment where there is trust and accountability.
- Assist with the management of program events that support the organizations strategic goals to achieve impact goals for the community.

### **Stakeholder Relations & Advocacy**

- Ensure the JH mission, programs, products, and services are consistently presented in a strong, positive image to relevant stakeholders.
- Build, nurture and maintain relationships with service delivery partners, programming contractors, employment partners, and secondary and post-secondary school contacts at various levels.
- Form and lead committees focused on program advisory and development.

### **REQUIRED SKILLS AND EDUCATION**

- Bachelor's degree from a four-year college or university preferred.
- Minimum five years of experience with developing and executing programs for individuals with developmental delays, or a combination of equivalent work and educational experience.
- Solid experience developing curriculum, program schedules, including identifying, developing and organizing the instructional material that the course will follow.
- High attention to detail and ability to multi-task, prioritize, and follow-through to effectively manage workflow and continuously improve the efficiency of the team.
- Excellent communications skills with the ability to build and maintain positive working relationships with a variety of stakeholders including those at C-level, corporate, government, community, volunteers, and service partners.
- Five or more years managing and coaching collaborative teams ensuring utilization of a variety of skill sets and qualifications.
- A collaborator with the ability to take an initiative and be hands-on with respect to programs and operations.
- Strong work ethic, with the ability to work independently and collaboratively and is capable of handling multiple projects and deadlines simultaneously.
- Excellent communication skills with the ability to train staff to engage with families in an empathetic manner.
- Proficiency with Canada's official languages, or a third language is an asset.
- Proficiency with MS Office Suite (Word, Excel -advanced level, PowerPoint, etc.).



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### Ideal Candidate (Culture Fit)

- Kind and empathetic, understanding the families Jake's House supports always come first.
- Go-getter with a positive attitude, entrepreneurial spirit, and an eagerness to wear many hats.
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals.
- Detail-oriented and strong organizational skills.
- Thrives in fast-growing, dynamic environments, able to multi-task on concurrent projects.
- 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.