



EMPLOYMENT TRAINING PROGRAM SENIOR MANAGER

Title: Employment Training Program Senior Manager

Term: Full-Time

Reports: Associate Director, Employment Training Program

of Positions: 1

Location(s): Oversee across 3 locations -Toronto, London and Ottawa

Salary Range: \$60,000+

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.

Specifically, Jake's House supports individuals on the spectrum throughout their lifespans through four core initiatives: 1) Jake's House Annual Holiday Parties, a 19-year tradition of bringing families together for a welcoming, fun and festive celebration; 2) Legends Mentoring Program, themed group mentoring workshops that provide youth with opportunities to learn skills, socialize and make friends; 3) Jake's House Employment Training Program, that supports the integration of 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 currently seeking a dedicated Senior Manager to spearhead our provincially supported Employment Training Program (ETP) for individuals with autism and various exceptionalities. As the Senior Manager, you will be entrusted with the strategic planning, seamless execution, and ongoing enhancement of the ETP across multiple locations within Ontario. This pivotal role entails fostering collaborative partnerships, conducting insightful data analysis, and implementing effective programs to foster meaningful employment opportunities. Reporting directly to the Associate Director of Employment Training Program,



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the Senior Manager will work closely with participants and their families, oversee and inspire the ETP team, and provide guidance to the facilitators leading in-class programs. With a commitment to excellence, the Senior Manager will actively contribute to the growth and success of the ETP, making a profound impact on the lives of those we serve.

JOB RESPONSIBILITIES

- Lead the planning and execution of the employment training programs aligned with organizational goals and industry needs.
- 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 ETP.
- Foster a collaborative and inclusive work environment that promotes innovation and continuous improvement.
- Build and maintain relationships with partners, clients, and all community stakeholders to keep pace with emerging market trends.
- Participate and manage the ETP Advisory Committee, and outreach programs as required.
- Maintain data collection and tracking records for the ETP, producing internal and external qualitative and quantitative reports on a quarterly basis working.
- Develop and deliver public speaking engagements and presentations to prospective employment partners and sponsors.
- Develop and modify resources and tools of the employment training program.
- Implement rigorous quality assurance measures to evaluate the effectiveness of training programs.
- Participate in the maintenance, development and implementation of policies and procedures.
- Analyze participant feedback and program outcomes to make data-driven improvements.
- Perform cross functional, and other management and team duties as assigned.

JOB REQUIREMENTS



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- Bachelor's degree in a related discipline such as Social Work, Education, Project Management, Human Resources, or Business Management.
- Proven experience in program management, preferably in employment training, a nonprofit setting, or related fields, with at least 3-5 years of experience.
- Strong leadership skills with the ability to inspire and motivate teams towards common goals.
- Project Management Professional (PMP) certification considered a strong asset.
- Excellent written and verbal skills, with the ability to write concise, persuasive, and accurate copy and deliver strong presentations to management and partners.
- Strong interpersonal, communication, and conflict resolution skills with an ability to deal effectively with multiple stakeholders.
- Proficient with MS Office software programs (e.g. Outlook, Word, PowerPoint, Excel, etc.).
- Proficient in Excel, ability to create pivot tables and V-lookups for data analysis and data extraction.
- Detail-oriented and strong organizational skills; striving for high-quality results in all situations.
- Kind and empathetic with a passion for people - understanding the individuals and families we support always come first.
- Proven experience or a strong interest in working within a fast-growing, dynamic entrepreneurial environment; able to multitask on concurrent projects.
- Self-motivated, proactive, resourceful, and results-driven; little supervision required to achieve goals.
- Able to travel to attend meetings as required, within Ontario.
- Commitment to the mission and values of Jake's House and a passion for supporting individuals with autism and exceptionalities in achieving meaningful employment opportunities.

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'.



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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.