

Program Worker

IT Security Bridge Training Project

Classification A: 35 hours/week Internal and External Posting

Start Date: February 1, 2018 March 29, 2019 (with possibility of extension)

Internal Posting Date: January 2, 2018

Job Summary:

CultureLink is seeking a Program Worker to provide support for its IT Security Bridge Training project. The IT Security Bridge Training project offers newcomer professionals with an IT background CISSP training, mentoring, networking opportunities, help with resumes and interviews, insight into the Canadian workplace and job strategies they can use to find jobs in their field.

CultureLink is a settlement and community organization with close to 30 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.**

Major Responsibilities/ Tasks:

- Outreach to Internationally-Trained IT professionals through presentations, advertising, networks, social media and word of mouth.
- Outreach to and partner with Chief Information Officers at large corporations and organizations throughout the GTA.
- 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.
- Prepare and submit reports using different formats as required; design and implement tools to facilitate reporting and overall documenting activities.
- Build effective connections with settlement organizations and organizations outside the sector to promote our services to a broader population.
- Identify effective ways to promote the project. Develop quality promotional materials and distribute them through diverse channels.
- Other duties as assigned by Manager.

Qualifications:

- Degree in Social Sciences/Business Studies or equivalent combination of experience and education in a relevant field.
- Familiarity with IT and basic understanding of what is involved in IT security is an asset.
- In-depth understanding and experience working in the community and corporate sectors.
- Experience working with federal funding initiatives.
- Experience in establishing and maintaining effective working relationships with the corporate social responsibility world.
- Excellent interpersonal and communication skills

- Outstanding skills in public speaking and presentation.
- Knowledge and experience in volunteer recruitment, engagement and management.
- Vulnerable Sector Police Record check is required.

This position is remunerated at \$26.74 – 27.27 per hour. The *deadline* for internal applicants is Monday, January 9, 2018 at 9:00 am. We thank all applicants for their interest in the position, however, only candidates selected for an interview will be contacted.

If you are interested in this position, please submit your cover letter and resume by email to the HR Administrator at jobs@culturelink.ca, quoting reference number CLU-2018-?. For more information visit www.culturelink.ca.

This is a Bargaining Unit Position