



Position: Employment & Stakeholder Relations Assistant - STEPS Toward a Career in Landscape & Horticulture

Term: Part-time Contract Position to commence ASAP until March 31, 2021

Salary: \$30.00 per hour x 20 hours per week

Application Deadline: October 23, 2020 @ 4 pm (Early applications are encouraged and will be reviewed on a continuous basis)

Reports to: Director of Education & Workforce Development

Accountable to: Lead Employment & Stakeholder Relations Coordinator

About Landscape Ontario:

Landscape Ontario Horticultural Trades Association (LOHTA) was established over 40 years ago with a mandate to promote and advance the Landscape and Horticulture industry through leadership, community, professionalism and stewardship. Landscape Ontario represents 2600 members with 70,000 employees in Ontario in nine geographical chapters and across 10 occupational Sectors. LOHTA recognizes the competitive environment around attracting and retaining the current workforce employed by 'employers of choice' to support the design, installation and maintenance of healthy green infrastructure that provides sustainable solutions to issues created by weather events. With the industry's vision to be recognized as professionals that provide economic, environmental and health & wellness benefits for every community, LO strives to be the hub that creates opportunities for the current and future workforce to advance their careers and pathways to support this growing industry.

Position Summary:

Landscape Ontario is seeking a dynamic individual to support the delivery of a newly developed training program that will be recruiting, preparing and supporting culturally diverse newcomer women (Visible Minority Newcomer Women) to work and build careers in the Landscape and Horticulture industry.

This position will primarily support the Lead Employment & Stakeholder Relations Coordinator and as required the Program Manager, in program coordination and delivery, including supporting promotion, recruitment, selection, case management, employment training, workplace preparation, soft-skill development, communication, and post-employment referrals to support retention and advancement in the industry. This position will also support the project in attracting and engaging employers, supporting the Program Advisory Committee, stakeholders and community partners, leading to participant and project success.

The objective of the project is to recruit, train and prepare newcomer women with the interest and aptitude to work in and build careers in the Landscape and Horticulture industry, as well as to build the cultural capacity of industry employers to support, integrate and retain newcomer women in the industry. This includes providing employment counselling and support to program participants pre-employment with referrals to community partners following for job search and post-employment retention supports.

The project is funded by Immigration, Refugee, Citizenship Canada (IRCC) and delivered by Landscape Ontario (LO) in partnership with Hire Immigrants Ottawa (HIO), who provide specialized services and programs aimed at building the capacity of employers to support and integrate newcomers into the Canadian workforce.

Required skills and experience:

- University degree or college diploma in HR, Career Coaching, Women's studies or related field;
- Social work experience is a strong asset;
- 2+ years of experience in one or more of the following areas: employment; supports/counselling, human resources, labour market integration;
- The ability to effectively support delivery of employment preparation, counselling and referrals to post-employment retention supports;
- Additional workforce development, employment or adult education experience is an asset;

- A strong desire and interest in issues related to poverty reduction, newcomer services, progressive human resources, and/or inclusive workforce development;
- Excellent interpersonal skills and proven ability in providing non-judgemental and compassionate client-centered support when working directly with culturally diverse newcomer women;
- Knowledge of labour trends, challenges and experiences of Visible Minority Newcomer Women in Canada; specific to Ottawa and area is considered a strong asset;
- Knowledge of the trades and the Landscape and Horticulture profession is an asset;
- Strong cross-cultural verbal and written communication and presentation skills;
- Self motivated with strong ability to prioritize and work independently;
- A demonstrated ability to develop and foster partnerships with stakeholders and sector employers to deliver project outcomes;
- Strong organizational skills, high attention to detail to support database, case management, project administration duties, and evaluation efforts;
- Proficiency with current computer applications including MS Office Suite, Google Suite, and productivity tools and databases;
- Proven ability to work effectively in a multi-disciplinary and multicultural small team environment;
- Fluency in English essential, French and other languages is considered an asset;

The successful candidate will demonstrate and provide a high standard of service delivery within an anti-racism and anti-oppression environment to:

- Support the development and implementation of an awareness campaign (social media, community engagement and events) to attract and engage potential participants;
- Client and partner/stakeholder outreach and communications;
- Support the delivery of client orientation and training sessions;
- Support client intake and assessments; including case management functions in advance of program enrollment, during the project/program and upon case closure;
- Support the building of relationships with local organizations and employers to encourage the future recruitment of candidates into the Landscape and Horticulture industry;
- Be familiar with local services and providers in order to facilitate referrals to wrap around programs and support services available with project partners;
- Track and support i-CARE reporting of client progress and follow ups at various milestones;
- Support coordination of meetings and events and participate as required;
- Record and distribute meeting minutes as required;
- Support the maintenance of project records and tracking outcomes as required by IRCC and LO;
- Contribute to and participate in a developmental evaluation approach throughout the duration of the project, supporting progress/final reports as required by the Consultant and LO;
- Work within a small team to troubleshoot and address workplace issues that may arise for program participants, employers and partners;
- Represent LO to external partners and stakeholders.

Application Process:

Please send a cover letter and a resume to: abarresi@landscapeontario.com

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

LOHTA is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, LOHTA will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the Lead Employment & Stakeholder Relations Coordinator upon scheduling your interview. Only candidates selected for an interview will be contacted.

Location: Ottawa

- Successful candidate will work from their own home office and at partner locations within Ottawa/Kemptville for program delivery.