

Learning and Literacy Program Coordinator

JIAS Toronto is a not-for-profit corporation dedicated to helping immigrants with resettlement in the Greater Toronto Area. JIAS Toronto assists lawfully admitted immigrants and refugees in meeting basic financial, social, legal, and other requirements of immigration. We work to advance the well-being and social integration of newcomers by providing a full range of outreach, support, counseling, training, and referral resources.

The **Program Coordinator** is responsible for developing and implementing programs that support the settlement, integration, and well-being of immigrants and refugees. The Program Coordinator develops customized, trauma informed, and culturally appropriate programs that meet program plans, client needs, funder requirements, and JIAS deliverables.

RESPONSIBILITIES:

- Develop and implement a series of wholesome programs that support the settlement and integration of newcomers and vulnerable refugees, as well as their physical and mental well-being
- Identify potential program participants through agency caseload, partner agency referrals, and community outreach
- Responsible for the appropriate marketing and outreach for the programs
- Support the recruitment of volunteers, cultivation of community partnerships, provision of educational outreach programming, and heightening of awareness about the agency's work and needs
- Measure, monitor, and evaluate program activities according to program plan, and ensure all deliverables are met
- Support Program Manager on preparing/monitoring program budgets and meeting all financial and narrative reporting timelines
- Attend staff meetings as well as other meetings and events as required
- Prepare and provide monthly updates on deliverables as assigned
- Report on metrics to funders and other stakeholders
- Plan, coordinate, and execute logistics of programming initiatives
- Be flexible to work weekends and evenings as needed
- Other duties as assigned or required

REQUIRED QUALIFICATIONS:

- Degree or Diploma in the field of Human Services, Social Work, or relevant post-secondary education
- Required experience with curriculum development and/or pedagogy
- Knowledge of and/or experience in the Settlement sector, not for profit sector, and/or in a social service agency
- Experience working with youth, seniors, immigrants, refugees, and/or Jewish community
- Excellent computer skills, include strong Microsoft Office and familiarity with databases (Salesforce preferred)
- Ability to travel independently around the GTA for programs and events
- Fluency in languages that relate to the agency client base will be considered an asset such as Hebrew, Russian, Arabic, Tigrinya, Kurmunji, Turkish, Farsi, Pashto, and Dari

Job Status:	Permanent	Re-Posting Date:	January 30, 2025
Classification:	Administration 3	Internal Close Date:	February 6, 2025
Start Date:	March 2025	External Close Date:	Until filled

If you are interested in applying for this position, please submit your cover letter and résumé at [Careers at JIAS - JIAS Toronto](#). JIAS Toronto is conveniently located at 4600 Bathurst Street in Toronto. On the premises you will find free parking, a daycare centre and a gym.

At JIAS Toronto, we welcome, support, and integrate immigrants today to build a strong Canada and a strong Jewish Community of tomorrow. JIAS Toronto is committed to the principle of equal opportunity employment. Accommodations during all phases of the hire process will be made wherever possible. Please advise us if any accommodations are required.

We thank all applicants for their interest, however only those considered for an interview will be contacted. To learn more about JIAS Toronto, please visit: www.jiastoronto.org.