



COMMUNITY SECONDMENT PROGRAM

2024 POSITION DESCRIPTION

Role: Project Manager, Accessible Canada Act (ACA)
Department: Community Impact
Reports to: Director, EARN (Employment Accessibility Resource Network)

PURPOSE OF ASSIGNMENT

The **Employment Accessibility Resource Network** (EARN) is a community initiative, led by United Way East Ontario, that builds partnerships across communities to improve employment opportunities for people with disabilities. EARN provides a coordinated access point for education and expertise on employment, accessibility and workplace inclusion for both people with disabilities and employers.

Focusing on learning more about the Accessible Canada Act and building relationships with organizations under federal responsibility including:

- the Government of Canada, including government departments, agencies and Crown corporations
- parts of the private sector that the Government of Canada regulates, such as:
 - banks
 - the federal transportation network, including:
 - airlines
 - rail, road and marine transportation providers that cross provincial or international borders
 - the broadcasting and telecommunications sectors
- the Canadian Forces and the Royal Canadian Mounted Police

The Project Manager, Accessible Canada Act will initiate outreach and cultivate productive relationships with these bodies.

The incumbent will also have the opportunity to work with private and public businesses, provincial and municipal government departments, industry associations; also, the Chambers of Commerce, Boards of Trade, HRPAs, community stakeholders, referral sources and from other networking opportunities.

The Project Manager, Accessible Canada Act will also deliver presentations and training to employers and other potential/current partners as required.

Onboarding and training will take place at the United Way East Ontario office in Ottawa.

RESPONSIBILITIES

- Develop, secure engagement and maintain relationships with government departments and other organizations under federal responsibility other stakeholders with a focus on consulting with them to determine where they are in terms of meeting the objectives of the ACA, where they may benefit from supports and where they see opportunities
- Document the results of the consultations in a summary report of findings and recommendations
- Informed by the findings and recommendations and guided by these organizations and other stakeholders, develop tools and resources to support employer efforts and activities related to the ACA – deliver presentations and training
- Ensure new relationships forged are strongly aligned with EARN's overall mission and strategy
- Support the convening of existing EARN tables such as the Leadership Group and the Steering Committee. Where aligned, steward new relationships towards membership in EARN
- Foster and develop relationships with, and obtain knowledge of Community Employment Disability Service Providers
- Identify and attend events as United Way East Ontario's representative that develops and nurtures potential memberships
- Develop sound knowledge of human resources best practices with a focus on employees with disabilities, accommodations, the ACA
- Contribute to the development of EARN's initiatives and activities
- Other duties as assigned

ASSIGNMENT DURATION

This assignment is a full-time position for one year starting June, July, August

QUALIFICATIONS

- Experience managing and implementing projects.
- Ability to conduct research – including surveys, interviews and consultations, summarize key findings, and identify emerging trends and recommendations
- Ability to operate in a virtual and/or hybrid work environment.
- Ability to organize and manage a diverse range of assignments and projects with flexibility, high efficiency, as well as thorough attention to detail and follow-through.
- Interpersonal skills complemented by the ability and desire to build relationships, motivate others, encourage involvement, and instill a sense of excitement/pride in others.
- Strong organizational and time-management skills to balance multiple priorities and share and promote best practices.
- Excellent teamwork skills for working with a variety of individuals (including senior managers) from diverse industries and backgrounds
- Experience writing proposals, project plans, memos, briefing documents, case studies, and other communication pieces.
- Experience in speaking to groups and individuals at a senior level
- Experience in working with external stakeholders
- Experience writing reports and maintaining data
- Bilingualism in both official languages is an asset (spoken and written)

BENEFITS OF THIS ASSIGNMENT

- Broaden/deepen subject matter expertise on employment related policy and practice specifically on issues related to people with disabilities in the labour market, accommodation and accessibility, and diversity, equity, inclusion, and belonging.
- Apply and refine the following professional competencies through experience in the non-profit sector: Research; Communication; Interpersonal; Stakeholder Relations; Self-Management; Thinking; Creative, and Organizational
- Opportunity to work with a dynamic community organization
- Contribute to making our community stronger, healthier and safer for all

- Network with United Way East Ontario staff and volunteers; network with EARN members and stakeholders

HOW TO APPLY

Community Secondment Program benefits, terms and conditions are available on our [website](#). Applicants should review this material with their manager and obtain their manager's approval to apply.

To apply please forward your resume and a cover letter (maximum 500 words) to jbraknis@unitedwayeo.ca