



Project Coordinator
Work-Based Mobile Technology Project
(36 month Contract Position)

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff operating within an \$8 million budget.

The goal of the Work-Based Mobile Technology Project is to assess the impact of mobile learning and technology's effectiveness in enhancing digital literacy, job satisfaction and long term attachment to the labor market. We are focusing on adults with many barriers to employment who are training and working with our Clean Start social enterprise.

We are currently looking for a Project Coordinator to join our team. Under the direction of the Director of Employment Services, you will be responsible for planning, organizing and coordinating all the activities related to the Work-Based Mobile Technology project. You will develop an understanding of supports and services required for the specific population and to ensure the success of this project.

Duties include but are not limited to:

- Enhance Stella's Circle's capacity to assist individuals who are looking to increase their labor market attachment;
- Collaborate with project partners in support of the research project developmental phase;
- Work with project partners and others to identify content for mobile learning;
- Oversee the recruitment, intake and assessment of 30 individuals for transitional employment with the Clean Start social enterprise;
- Assist in the collection of administrative data, assessments and related information supportive of achieving the research project's deliverables;
- Coordinate and support the use of mobile technology with Clean Start;
- Work closely with Employment Services to ensure staff have an understanding of mobile technology and its use by participants and in case management;
- Convene meetings and assist with reporting and assignment of action items within the research project delivery structure;
- Support and respond to project needs to ensure the successful completion of project deliverables within established time lines.

The successful candidate will:

- Have a post-secondary degree/diploma in business administration or human services related field such as social work, psychology or occupational therapy;
- Have a minimum of 3 to 5 years' of related work experience;
- Have knowledge and experience in the areas of social enterprise, career development, supported employment, mental health and evaluation;
- Have experience in program development and strong oral and written communication skills as well as interpersonal skills;
- Have a valid driver's license and access to a vehicle.
- Criminal Record Check and Vulnerable Sector Check are required for this position.

Please send cover letter and resume by March 18th, 2019 to:

Human Resources Specialist
Stella's Circle
142 Military Road
St. John's, NL A1C 2E6
Fax: (709-738-7808
Email: Recruitment@StellasCircle.ca
www.StellasCircle.ca

[About Stella's Circle](#)

Stella's Circle is a leading community organization that works with over 1000 participants each year, providing employment services, residential and non-residential counseling and supportive housing. Our organization has over 125 dedicated staff and 70 volunteers operating within an \$9 million budget. Details: www.StellasCircle.ca