

JOB POSTING

JOB TITLE: **Project Manager, Employee Engagement & Retention**
Contract: October 2022 to October 27, 2023

INITIAL LOCATION: **Essex Centre**

JOB SUMMARY:

The position of Project Manager, Employee Engagement & Retention carries a responsibility to represent themselves professionally with those we support, co-workers and within the community. Promote and adhere to agency health and safety policies and the Occupational Health and Safety Act. Be knowledgeable about and adhere to Agency Policy and Procedures. As part of the administration team, the Project Manager, Employee Engagement & Retention will be responsible for developing, reviewing, coordinating and collaborating with Human Resources, a robust, engaging and modern onboarding program for new hires. Developing and coordinating a mentorship program for new hires. Developing Agency standards, procedures and digital toolkits for employee engagement and retention. Act as Agency liaison with a marketing consultant tasked with developing a full, sustainable employee recruitment campaign strategy. Gather and analyze feedback from potential candidates, new hires and current employees. Develop in collaboration with the Marketing and Innovation team employee engagement activities, campaigns and strategies. Provide administrative support to managers as required, including participation and assisting in task groups with special projects, as appropriate. Responsible for role modelling and self-development in core competencies as related to the role of a Project Manager. Perform other related duties as required.

QUALIFICATIONS:

1. Post-secondary education in business administration with additional studies in one or more of the following: marketing, communications, and human resources.
2. A minimum of two (2) years experience in a human service organization with some supervisory experience.
3. Proficient in office software, experience in basic graphic and web design and photo/video editing software. Sound organizational and project management skills along with exceptional written communication skills are required.

INITIAL HOURS OF WORK: **40 hours per week with flexibility to work hours as required.**
CLOSING DATE: **Friday, September 30, 2022**

Applications are to be received by 4:30 pm to the office of:

Marie Ridder, Manager, Human Resources
Community Living Essex County
372 Talbot St. N., Essex, ON N8M 2W4
Fax: (519) 776-6972 or Email: mrider@communitylivingessex.org
Quote Ref. # **ADMN-010**

