

Job Description

Job Title:	Regional Onboarding Coordinator
Reports to:	Workforce Project Manager
Date created:	June 17, 2022

About 3+ Corporation

3+ Economic Development Corporation is the regional economic development organization for the municipalities of Dieppe, Moncton, and Riverview, New Brunswick. 3+ is funded by the three municipalities, provincial/federal government, and businesses in the private sector as members of our Driving Force. Working in close collaboration with its partners (public, private and not-for-profit sectors), 3+ Corporation leads the region's delivery of future-focused programs which energetically advance sustainable economic growth for the tri-communities.

3+ Corporation help to grow the region's economy through the following services:

- Entrepreneurship and Business start-up
- Workforce Development
- Promotion of Greater Moncton

While acting as a facilitator between other regional, provincial, and federal agencies, this helps maintain the growth of the region's economy, increase the number and success rate of the region's start-ups, provide a streamlined point of contact for business services and ensure greater partnership from government and the private sector.

Job Overview

Reporting to the Workforce Project Manager at 3+ Corporation and as a member of the Workforce Development team, the Regional Onboarding Coordinator will be responsible for supporting, coordinating, and promoting all interprovincial onboarding activities for the Greater Moncton and the South-East Region. This pilot project has been running to develop a relocation framework to support our capacity to assist with integrating and welcoming new interprovincial workers that are moving to our beautiful region. The goal is to strengthen our region's capacity to attract and retain inter-provincial workers and their families. Short term priority responsibilities will include coordinating the completion and launch of a virtual onboarding platform to provide relocation information and resources. This will assist strategic partners Working NB and Opportunities NB (ONB) and employers hiring workers relocating from across Canada. Other evolving responsibilities to facilitate interprovincial migration may include supporting prospective relocators and remote workers moving to the region.

The Southeast Labour Market Partnership (SLMP) provides strategic direction, guidance, leadership and support for the implementation and monitoring of the Greater Moncton Regional Workforce Development Strategy 2019-2024 (which includes Kent, Westmorland, and Albert County). In addition, this role will support the Southeast Labour Market Partnership (SLMP) in Attraction initiatives related to the promotion of our region such as national relocation and recruitment campaigns and other strategic initiatives as identified.

RESPONSIBILITIES AND DUTIES

- Develop and document processes that support the pilot project;
- Work in close collaboration with employers, municipalities, governments, and strategic stakeholders to develop and implement the regional relocation service framework for new interprovincial workers;
- Complete the creation of the virtual onboarding platform with support from consultants and project team;
 - Update the virtual onboarding platform;
 - Launch the virtual onboarding platform;
 - Promote the virtual onboarding platform;
- Research, document and formally establish and promote regional support measures to assist inter-provincial workers and families with deciding to move, when arriving and with settling in the region;
 - Develop processes and checklists and tools to assist in the relocation of new workers in the region;
 - Develop an onboarding tool kit based on the virtual onboarding platform and presentations on the services available to workers relocating;
 - Coordinate information, exploratory visits, and orientation sessions in the region;
- Establish and implement data tracking and evaluation mechanisms for reporting purposes;
 - Prepare and present reports and files as well as make recommendations to the appropriate authorities;
- Establish a strong network with community stakeholders to forge ties with employers that hire interprovincial employees relocating within the region;
 - Collaborate with relevant partners and stakeholders within the region;
 - Coordinate and participate in committees related to relocation service framework;
- Carry out other related assigned duties.

MINIMUM REQUIREMENTS

Education

- Post-secondary degree in a related field or equivalent experience.

Experience

- Minimum three (3) years experience managing a community project that had a positive, measurable impact;
- Previous experience in customer service in a corporate setting;

- Experience in community leadership and establishment using various communication and promotional mediums;
- Knowledge of the state of the job market situation, education and integration services for workers relocating in the region;
- Knowledge of the economic development eco-system and stakeholders;
- Cross cultural awareness and sensitivity;
- Experience in establishing partnerships and coordinating projects;
- Experience in Customer Service is essential;
- Experience in managing working groups and committees.

Knowledge

- Proficiency in spoken and written **French and English**;
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint, and Outlook);
- Knowledge of digital communication and marketing tools;
- Excellent knowledge of the Web and the main social media platforms;
- Knowledge of Southeast Region communities and resources.

Competencies

- An innate sense of customer service quality and interpersonal relations;
- Good communication and interpersonal relationship skills;
- High level of professional integrity and confidentiality;
- Very good ability to develop and maintain collaborative relationships;
- Good work habits, keen organizational skills, and attention to detail;
- Ability to determine the priority of tasks, meet deadlines and organize the work schedule accordingly;
- Ability to organize and lead local and regional meetings, which includes establishing and following agendas, preparing minutes, and implementing the resulting recommendations as part of a work plan;
- Meticulousness and precision in recordkeeping;
- Ability to work on multiple files at once in a fast-paced and dynamic environment;
- Ability to handle delicate issues very effectively and discreetly;
- Professionalism and good judgment;
- Creative and innovative and takes initiative;
- Responsible, reliable, and resourceful;
- Capacity to manage many complex files at the same time;
- Capacity to adapt to constant changes;
- Being able to work independently and have a sense of initiative.

Requirement

- 3+ Corporation has a COVID-19 vaccination policy in place, proof of vaccination is required for this job;
- Candidates must have a valid driver's license;
- A criminal record check is a condition of employment.

Language:

- The position requires competence in English and French. ***Please state your language capability.***

Note: Please note that we have a COVID-19 vaccination policy in place at 3+ Corporation proof of vaccination is required for this job.

Application procedure: Please send your **cover letter and resume** by email in PDF format to info@3plus.ca, including **"Regional Onboarding Coordinator"** in the subject line. Please note that only candidates selected for further consideration will be contacted.