INTERNAL / EXTERNAL JOB POSTING
Temporary Full-Time
Program Coordinator, Employment Support
Bargaining Unit position

Abiona Centre For Infant & Early Mental Health (the "Centre"), is a client-centered organization focusing on infant and early childhood mental health. We support pregnant and parenting young mothers aged 13-29, along with their babies who reside at the Centre or in the community. As an accredited Children's Mental Health Centre, we are the largest Young Parent Infant Centre in the province.

Our commitment is to create a better future for vulnerable pregnant and parenting young mothers and their children 0-6. Our infant and early childhood mental health programs give our clients the tools they need to build secure relationships with their babies, cope with life's adversities, find help when needed and succeed in life. We offer a live-in treatment program, transitional housing, on-site high school programs, community housing support, housing and community support referral services, and maternal-infant mental health programs. Collaborating with community partners, our multi-disciplinary team provides wraparound programs addressing mental health, education, life skills, and transitional needs. The Centre also operates an EarlyON Child and Family Centre, along with two Early Learning Centres open to families, young women, and their children in the community.

Our vision is a world where families led by young women have the emotional and physical supports to realize their full potential.

Reporting to the Supervisor, Community Programs, the Program Coordinator, Employment Support is a pivotal role within the Employment Support Program, dedicated to supporting young women 13-29 with limited access to safe housing, healthcare, or supportive networks in their pursuit of meaningful employment or training opportunities This position combines career planning, and skills development to empower young mothers to work towards economic independence and build sustainable futures for themselves and their families. The Program Coordinator, Employment Support will assess the needs and goals of the young mother and provide guidance on training and employment options, and job readiness. Working within a collaborative service model, the Program Coordinator, Employment Support will offer individualized and group-based coaching to help young mothers clarify career goals and strengthen job readiness.

Position:	**Program Coordinator, Employment Support**
Term:	1 year Temporary - Full Time / New Position
Rate of Pay:	$ 53,992.48 per anum
Department:	Community Programs
Reports to:	Supervisor Community Programs
Qualifications:	• Bachelor's degree in education, human resources, career counselling, • business, management or a related field. • Minimum 2 years' experience in career coaching, employment counselling, or related fields, preferably working with youth or parenting populations. • Demonstrated ability developing and facilitating employment and learning focused workshops • Proficiency in leveraging technology for job searches, training, and professional development.

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- Exceptional communication, organizational, and interpersonal skills, with the ability to build trust and rapport with participants.
- Experience in career counselling and mentoring
- Strong understanding of barriers faced by pregnant and parenting young women and strategies for overcoming them or
- Knowledge and experience working with vulnerable youth, especially pregnant and parenting young women
- Working knowledge of organizations, support agencies and community programs that work with pregnant and parenting young women
- Knowledge of employment trends, training opportunities, and community resources
- Knowledge of current local labour market trends
- Experience working with young women between 13-29 years old with chronic unemployment issues
- Knowledge of the issues that, especially the barriers facing racialized young women and supports they require to sustaining employment
- Strong planning and organizational skills
- Ability to meet tight deadlines and changing priorities.
- Excellent written and oral communication skills
- Excellent interpersonal, analytical, leadership, supervisory and well- developed conflict resolution skills.
- Strong collaboration, teamwork and people skills and be able to engage with young mothers.
- Good working knowledge of Microsoft Office Suite (e.g., Word, Excel, Access, PowerPoint)
- Ability to speak a second language, especially French, an asset

Working Conditions:

- Some travel to work sites will be required, meeting with clients on site or virtually

Closing Date: **Until Filled**

The Centre offers a dynamic work environment and career advancement opportunities. The successful candidate must have a negative criminal reference check and vulnerable sector screening as a condition of employment.

In accordance with *the Ontario Human Rights Code, Accessibility for Ontarians with Disabilities Act, 2005,* and the *Centre's Accommodation Policy*, accommodation will be provided in all parts of the hiring process. Please make your needs known in advance.

The Centre encourages applications from persons who represent the diverse populations we serve.

Qualified applicants should send their cover letter and resume by the closing date to:

Abiona Centre
1102 Broadview Ave
Toronto, ON M4K 2S5
416.425.6348
www.abionacentre.ca

Sensitive Information please do not share it externally

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Human Resources
Abiona Centre
1102 Broadview Avenue
Toronto, ON M4K 2S5
Fax: 416-425-4056 **OR**

Email: hr@abionacentre.ca (please quote "Program Coordinator, Employment Support" in the subject line)

We thank all applicants, however, only those we select for interview will be contacted.

Date of posting: July 14, 2026