
PTP – JOB CATEGORIES

Management

Title: Executive Director

This person reports directly to the Board of Directors and is responsible for overall operations and oversees all contracts, programs, projects and services of the organization.

Title: Senior Manager

This person reports into the Executive Director and acts on behalf of the Executive Director in his/her absence. This person is responsible for overall operations and contracts, including staff and budgets for a number of programs, projects and/or departments.

Title: Program Manager

This person reports into either the Executive Director or Senior Manager and is responsible for operations and delivery of an individual program or service, including staff.

Coordination

Title: Program Coordinator

This person is responsible for an individual program or service and for coordinating program activities with other staff involved in program delivery. This person reports into a Manager.

Assessment/Student Support/Outreach

Title: Assessor/Student Support

This person conducts participant assessments, provides one on one support and guidance to students, and conducts outreach activities for the organization. This person reports into a Manager.

Instruction

Title: Instructor

This person plans lessons, prepares materials and provides instruction and guidance to participants either in a group or one on one. This person reports into a Manager.

Network Administration

Title: Network Administrator

This person is responsible for network administration, development and maintenance of computer hardware and software as well as providing technical support to all staff ensuring all programming and operational needs are met. This person reports into a Manager.

Job Development

Title: Job Developer

This person creates and locates work opportunities for clients, assists clients to prepare for these opportunities and creates and identifies employment opportunities through contacts made with employers. This person reports into a Manager.

Group Facilitation/Employment Counselling

Title: Facilitator

This person plans and implements group-based programs and activities for clients. They also provide one on one counselling and case management for clients throughout the length of the program. This person reports into a Manager.

Administration

Financial/Bookkeeping

Title: Bookkeeper Administrator

This person is responsible for accounting and office functions, processing financial information such as accounts payable and receivable, and preparing bank reconciliation. This person is also responsible for financial statements, payment claims and works with the agency auditor. This person reports into the Executive Director or Senior Manager.

Reception/Data Entry and Clerical Administration

Title: Administrative Assistant

This person provides administrative support to the agency, maintains files and records, as well as provides information, client screening and referrals. This person reports into a Manager.