



Ottawa Community Immigrant Services Organization
Organisme Communautaire des Services aux Immigrants d'Ottawa

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Project Facilitator

Term: Part-time – 21 hours per week (September 2020 – January 31, 2021)

Reports to: Manager of the Multicultural Liaison Officer Program

About OCISO

OCISO supports immigrants through the journey of making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, by building community through mutual respect and partnerships, and by fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

The Project Facilitator is responsible for volunteer engagement, training and matching volunteer interpreters with MLOs and teachers of the Ottawa school boards. The Project Facilitator ensures that the program reflects a community development approach based on the tenets of equity, access and anti-racism / anti-oppression.

Position Functions:

- Recruit, train and match volunteer interpreters to support MLOs and the Ottawa school boards
- Train volunteers with the focus on cultural competency, newcomer challenges - COVID-19, Canadian school system and on-line learning challenges and finally adaptation of service focused on remote engagement, training and matching
- Provides volunteers with an initial orientation to OCISO
- Implements volunteer recognition program
- Maintain an up-to-date database of volunteer information.
- Keeps schedules and records of volunteers' work
- Ensures confidentiality, safe handling and storage of volunteer data and files
- Provides support and problem-solving assistance to volunteers and staff as needed
- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti- oppression policy within the work environment and in the community.

Qualifications:

- Post secondary education in social science or administration with two years of working experience in project facilitation
- Experience with volunteer management
- Possesses an understanding of the unique perspective and barriers experienced by immigrants and refugees
- Demonstrated ability to integrate in-depth knowledge of equity, access and anti-racism into all aspects of work.
- Knowledgeable of the Ontario Education System and ideally, the Ottawa Carleton District School Board and Ottawa Catholic School Board policies and practises
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment
- Proven skills in workshop development and facilitation
- Extensive knowledge of community resources
- Proficiency with current computer applications including the MS Office Suite, internet based productivity tools and databases.
- Self-motivated and able to work independently with minimal supervision
- Excellent verbal and written knowledge of English

Salary: \$47,300 - \$49,000 annually, based on a 35 hour work week (prorated for part-time).

Application Deadline: August 28, 2020 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. Administrator at hr@ociso.org.

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the H.R. Administrator upon scheduling your interview.