



Title: Partnership Coordinator  
Reports to: Director of recLINK  
extension

Salary: \$15/hour + 4% in lieu of benefits  
Contract: 20 hrs/week for 24 months, possibility of

### Background

recLINK is a program by Ottawa Community Housing Foundation. recLINK creates and increases access to existing social recreation opportunities for vulnerable children and youth in Ottawa, particularly those living in Ottawa Community Housing.

## JOB DUTIES

As the recLINK Partnership Coordinator you will manage relationships with sports clubs that have offered in-kind program spaces. Specific responsibilities include but are not limited to:

### Community Development

Reviewing and updating recLINK Partners and Sponsors Database

Identifying, researching and compiling data on prospective partners and sponsors

Contacting current and prospective partners and sponsors to explain recLINKs' goals and negotiate mutually-beneficial partnership opportunities, including available and/or proposed benefits and deliverables

Documenting communications with partners and sponsors and reporting results to the Director of Community Engagement

Performing other duties and tasks related to coordinating partnerships and sponsorship



## Qualifications

Post-secondary education in business, sport management, kinesiology, or a related discipline  
Knowledge and experience working with at risk and/or economically disadvantaged children and youth

Minimum of 2 years of experience in a related field/position with increasing responsibility  
Demonstrated ability to work autonomously and collaboratively within a team

- Self-starter who loves to take initiative and is a resourceful and creative problem solver
- Exceptional interpersonal, organization, multi-tasking, and communication skills
- Demonstrated knowledge with Microsoft Office Suite, particularly Excel, Word, and Outlook
- Professional, tactful, and courteous with a strong degree of discretion
- Ability to work flexible hours including evenings and weekends
- Possession of a valid Driver's License, access to a vehicle, and a safe driving record an asset
- Fluency in English required. Written and/or spoken abilities in French and/or another language a very strong asset (Chinese, Mandarin, Vietnamese, Arabic, Somali, Chin, Urdu, Spanish)

## To Apply

Send your resume and cover letter no later than Friday  
October 13<sup>th</sup> 2017

e-mail to: [christa.allevato@ochfoundation.ca](mailto:christa.allevato@ochfoundation.ca)

Please quote the job title "Partnership Coordinator" in the  
subject line when applying.

We thank all applicants for their interest but only those selected for an  
interview will be contacted. No phone calls please.