

JOB TITLE: PROGRAM COORDINATOR

SALARY: Commensurate with experience	
POSITION TYPE: 12 month Contract with the possibility of extension	OPENED DATE: April 1, 2019
EMPLOYMENT DURATION: Full-time (12 month contract)	CLOSING DATE: April 15, 2019
WEEKLY HOURS: 35	NBR OF OPENINGS: 1

SCOPE OF POSITION

Reporting to the Director of Programs and Innovation, the Program Coordinator will assist with the development and implementation of Ottawa Community Housing (OCH) Foundation programs and initiatives.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Support the development and implementation of OCH Foundation community engagement, education and employment related initiatives such as: recLINK and Youth Futures;
- Assist with the delivery of OCH Foundation special events and campaigns such as: Charity Golf Tournament; Charitable Giving Campaign and Back to School;
- Support outreach and engagement efforts such as: conducting intake assessments for program participants; implementing communications projects; conducting environmental scans to identify new programs and service delivery partners; prepare and disseminate program related content;
- Support measurement and evaluation activities for program development and funder/donor reporting;
- General administrative duties associated with program delivery such as report preparation, filing, processing registrations and program subsidy requests.

KNOWLEDGE AND ABILITY REQUIREMENTS

- Good knowledge and/or work experience within the education, health, and recreation sectors.
- An understanding Ottawa's charitable sector, with knowledge pertaining to low-income populations.
- Excellent project management skills and ability to produce and follow work plans.
- Proven ability to coordinate multiple projects and tasks.
- Experience with program measurement and evaluation.
- Strong interpersonal and customer relations skills.
- Skills in managing website content, social media accounts, preparing presentations and promotional content.
- Computer proficient – Microsoft Office (Word, Excel, PowerPoint).
- Must be resourceful with a can-do spirit.

QUALIFICATIONS/EXPERIENCE

A typical candidate will have the following qualifications and experience. Exceptional candidates with different qualifications will be considered at the discretion of the employer if demonstrated experience, knowledge and ability warrant:

- Diploma or degree in education, kinesiology, health promotion, recreation or a related discipline;
- A minimum of three (3) years related experience implementing projects or an equivalent combination of education, training and experience.

THE OCH FOUNDATION TEAM

- The OCH Foundation supports families, youth, children and seniors achieve personal success through education, employment and community engagement initiatives. We invest in opportunities to support tenants experience enhanced quality of life and wellbeing.
- A great fit will be someone who has a strong attention to detail and is hands on; is comfortable sharing ideas; has great interpersonal and customer service skills; is compassionate and passionate about supporting our residents; can work in collaboration with our team while being self-sufficient when you need to be; and can respond favorably in a fast-paced work environment.
- By joining the Programs team, you will be exposed to a number of projects and initiatives where you will have an opportunity to lead some and support or contribute to others.
- We are an equal opportunity employer and are committed to hiring a workforce inclusive of the diverse population we serve.

LANGUAGE REQUIREMENT

- Oral fluency, reading, and writing abilities in English are required.
- English essential. Second language considered a strong asset.

OTHER REQUIREMENTS

- Satisfactory Criminal Records Check.
- Must have a valid "G" Class driver license or equivalent and provide a personal vehicle for business use.

If you see a fit between your strengths, employment goals, and this posting, submit a covering letter indicating your salary expectations and resume by Monday April 15th, 2019.

Attention: OCH Foundation Programs Team
c/o OCH Foundation for Healthy Communities
39 Auriga Drive, Ottawa ON K2E 7Y8
Email: sharon.jollimore@ochfoundation.ca

We appreciate your interest and thank you for your consideration; however, only those candidates selected for an interview will be contacted