

# Training Coordinator, Build Your Path



**Title:** Training Coordinator, Build Your Path

**Position:** 35 hours/week

**Salary Range:** \$27.03 - \$35.86 (hourly)

**Duration:** One Year Contract (starting January 2026)

## OVERVIEW

The Ottawa Community Housing (OCH) Foundation connects 33,000 tenants with programs that foster education, employment, community engagement, and overall well-being. As the charitable partner of Ottawa's largest social housing provider, we work to enhance the quality of life for tenants across 155 communities.

## SCOPE OF POSITION

Build Your Path connects OCH tenants with training and employment opportunities in the skilled trades. The OCH Foundation delivers the Construct Canada model locally, offering construction training, job-readiness support, paid work experience, and wraparound services across four 8-week cohorts for 32 participants.

The Training Coordinator, reporting to the Manager, manages the day-to-day social components of the program, including facilitating daily training, conducting participant check-ins, and tracking progress.

The ideal candidate proactively addresses challenges, supports participant success, contributes ideas to strengthen the program, and works collaboratively with the team. They bring strong communication, organizational, and partnership-building skills.

## SUMMARY OF DUTIES AND RESPONSIBILITIES

- Coordinate with program partners to secure employment and apprenticeship opportunities for participants transitioning out of the program.
- Provide wraparound support to participants from intake through graduation.
- Facilitate virtual training sessions and contribute to an engaging, supportive learning environment.
- Conduct regular participant check-ins and maintain detailed documentation, including attendance, performance reviews, and progress tracking.
- Collaborate with team members and on-site staff to ensure coordinated participant support and a positive cohort culture.
- Address, assess, and resolve participant conflicts in a supportive, solution-focused manner.
- Develop and implement opportunities that foster teamwork, camaraderie, personal growth, and a sense of community.
- Participate in outreach activities, presentations, job fairs, and trade shows to promote Build Your Path and strengthen partnerships.
- Support additional tasks and initiatives that contribute to the success of the program and the OCH Foundation.
- Maintain engagement with program graduates to foster ongoing community and support within Build Your Path.

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OCH FOUNDATION  
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- Contribute actively to a collaborative, engaged, and positive workplace culture.
- Other duties as required.

### QUALIFICATIONS

- Post-secondary education in the areas of health, education, social services, recreation, or related discipline.
- Minimum of three (3) years' experience leading programs.
- Excellent knowledge and/or work experience with vulnerable populations.
- Familiar with the operation of not-for-profit organizations.
- Strong leadership and management skills.
- Exceptional interpersonal, organization, multi-tasking, and communication skills.
- Professional, tactful, and courteous with a strong degree of discretion.
- Proven ability to manage multiple projects and tasks.
- Proven ability to access and prioritize conflicting demands, and work within tight deadlines.
- 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.
- Strong understanding of marketing, public relations, and budgeting.
- Computer skills including Microsoft Office, Internet, and web-based technology (social media), as well as virtual meeting platforms such as MS Teams and Zoom.

### OTHER REQUIREMENTS

- Valid Criminal Records Check.
- Have a valid "G" Class driver license or equivalent access to a personal vehicle for business use.
- Fluency in English required. Written and/or spoken abilities in French and/or another language is a strong asset (Chinese, Mandarin, Vietnamese, Arabic, Somali)

### HOW TO APPLY

Send your resume and cover letter via e-mail to [info@ochfoundation.ca](mailto:info@ochfoundation.ca). **Deadline for applications is 11:59 pm EST, December 23<sup>rd</sup>, 2025.**

Please quote the job title "**Training Coordinator, Build Your Path**" 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.

Please note that Applications will be reviewed on a rolling basis, and interviews may begin prior to the application deadline.