



ReLINK Coordinator

Title: reLINK Coordinator

Position: 35 hours/week - One Year Contract (possibility of renewal)

Hybrid position

Salary: \$27.03 - \$35.54

Benefits: A competitive benefits package, including paid time off

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.

The reLINK programs connects children and youth (ages 4–18) living in OCH communities with quality arts, sports, and camp programs at no cost to families. By removing financial and access barriers, reLINK promotes well-being, skill development, and social inclusion.

SCOPE OF POSITION

The reLINK Coordinator leads the day-to-day coordination and administration of the OCH Foundation's reLINK program, ensuring high-quality service delivery aligned with organizational priorities.

The role oversees client intake and case management, maintains accurate data and reporting, and supports system navigation to track program outcomes and drive continuous improvement. Reporting to the Senior Program Coordinator, the reLINK Coordinator collaborates with internal teams and external partners to strengthen service delivery and enhance the participant experience.

This position requires a dynamic, results-oriented professional with strong communication, organizational, and interpersonal skills, sound judgment, and the ability to manage competing priorities in a fast-paced environment.

SUMMARY OF DUTIES AND RESPONSIBILITIES

- Administer the OCH Foundation's reLINK program.
- Facilitate and support program intakes (case management) and maintain accurate service, client records, and program documentation.
- Work directly with families and local organizations to register children and youth for recreational activities.
- Nurture and form new relationships with community stakeholders, partners and local sport organizations to identify needs and support program delivery.
- Identify systemic and community level barriers that make participation difficult for low-income and/or disadvantaged families.
- Participate in youth-related city committees, meetings, and networks to advocate for program participants and support community collaboration.
- Gather and prepare content to report to funders, steering committees, and resource development opportunities.
- Organize and maintain accurate financial and program related records.



ReLINK Coordinator

- Build and implement departmental workplan in conjunction with the Senior Program Coordinator.
- Continue to develop a sustainable “Best Practice” collaborative model of service delivery for programs and initiatives.
- Play an active role to encourage collaboration, engagement, leadership and a positive workplace culture.
- Other duties that may arise that support the growth and development of OCH Foundation programs.

QUALIFICATIONS

- Post-secondary education in the area of health, education, social services, recreation, or related discipline.
- Excellent knowledge and/or work experience with vulnerable populations.
- Demonstrated 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.
- Strong leadership and interpersonal skills.
- Professional, tactful, and courteous with a strong degree of discretion.
- Familiar with the operation of not-for-profit organizations.
- Proven ability to manage multiple projects and tasks.
- 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 and access to a personal vehicle for business use.
- Fluency in English required. Written and/or spoken abilities in French and/or another language also very strong asset (Chinese, Mandarin, Vietnamese, Arabic, Somali).

HOW TO APPLY

Send your resume and cover letter via e-mail to info@ochfoundation.ca. **Deadline for applications is 11:59 pm EST, March 20, 2026.**

Please quote the job title “**reLINK 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.

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