



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Job Title: LINC Program Assistant

Term: Contract, full time, fill-in for a maternity leave from August 03rd, 2010 until November 30th, 2010.

Reports to: LINC Manager

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 Program Assistant is required to perform coordinating reception and office administrative activities and storing, retrieving, and integrating information for dissemination to staff and clients. The duties include maintaining computer database systems (Harts/ARS), office administration, personnel/human resources, student support, building maintenance/security, general clerical, receptionist, program-related support and a variety of administrative duties to facilitate the efficient operation of the program.

Main Responsibilities:

- Greet clients and answer phone calls
- Provide information on OCISO LINC programs and other OCISO services
- Provide referrals to other ESL Programs
- Provide administrative support to LINC program (word-processing, filing, photocopying, HART's database updates, faxing etc.)
- Outreach for the program
- Pricing, tendering, and ordering program supplies, services and materials

Qualifications:

- Fluent in English.

Administration d'OCISO Administration

945 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 288-2674

OCISO Main Office/Siège Social

959 rue Wellington St. West,
Ottawa, ON. K1Y 2X5

Tel: (613) 725-0202

Fax: (613) 725-9054

OCISO LINC - South/Sud

1800 rue Bank St., 3rd Floor
Ottawa, ON. K1V 0W3

Tel: (613) 249-9634

Fax: (613) 249-9642

OCISO LINC - East/Est

225-225 rue Donald St.
Ottawa, ON. K1K 1N1

Tel: (613) 741-1368

Fax: (613) 688-2090

- Detailed knowledge of HART's computer system is an asset.
- Computer skills (Microsoft Word, Outlook Express).
- Experience in an office setting.
- Good communication skills.
- Ability to speak other languages.

Please send a cover letter and a resume to Karina Ragalie, H.R. and Admin. Coordinator: hr@ociso.org, Fax: (613) 725-9054, by 5:00pm on Wednesday, July 21, 2010. In the subject line please write your name and the position for which you are applying. Priority will be given to qualified internal candidates.

No phone calls please. Only those offered an interview will be contacted.