

Un coup de main
quand l'en a besoin



A helping hand
when you need one

Job Posting

Position title: *Lowertown, Our Home* Project Coordinator and Outreach
Status: Contract
Hours of work: 4 days / week (28 hrs) from October 5, 2020 – March 31, 2021
(Based on funders calendars)
Required: Regular evening
Salary: 27.45 \$ / per hour - 32.95 \$ / per hour
Benefits: 6% vacation

Closing date for this posting: September 21, 2020 before 8:30 a.m.

The Lowertown Community Resource Centre (LCRC) is a non-profit organization offering community and social services to residents of Lowertown.

Job Summary

The Project Coordinator is responsible for the coordination of the project *Lowertown, Our Home. Lowertown, Our Home* which unites residents and 14 service agencies in identifying common concerns and putting in place initiatives to foster community pride and belonging as well promoting safety and security in the neighborhood as crime prevention.

The project management includes coordinating various groups, developing and implementing project activities, monitoring and evaluating community development initiatives as well as developing and monitoring project specific budgets. All activities will be conducted in a manner that adheres to Public Health requirements during the pandemic.

The ideal candidate will demonstrate the capacity to engage diverse residents and partner agencies of our community, build trust and rapport between stakeholders, encourage collaboration, and spur the community into action. The Project Coordinator aims to reach residents of all ages and backgrounds: youth, seniors, newcomers, drug users and the general population. It is required to be able to communicate in both official languages.

Job specific responsibilities

- Conduct community needs assessments to identify and better understand the community to inform the planning of local initiatives and strategies;
- Engage community members and community partners, with a focus on priority populations, to identify issues, and solutions while promoting community ownership of decisions;
- In close coordination with community members and stakeholders, identify and implement programs and activities that address community security;
- Engage residents to participate in their community and to pose collective actions, while supporting them in this process;
- Mobilize community members and other stakeholders with a view to mutual cooperation;
- Ensure efficient communication between project partners and community members;
- Facilitate and coordinate meetings between various partners and relay pertinent information;
- Coordinate outreach and promotion of project-related activities to community members, various ethno cultural groups and other relevant groups;
- Develop and implement promotional and community development strategies that help strengthen the capacity of individuals and communities;
- Work closely with the Ottawa Police Service, Ottawa Community Housing Corporation, and other partners;

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- Assist in implementing conflict resolution methods and support the coordination of crisis responses;
- Ensure the monitoring and evaluation of the project;
- Write progress and final reports, responsible for minute taking, funding proposals and manage project specific budgets;
- Working in a manner that preserves confidentiality and seeks to minimize risk in keeping with the Centre's Privacy and Confidentiality Policies and Procedures;
- Respecting and valuing the diversity of communities and individuals;

Qualifications

- B.A. degree in social sciences, social work, criminology or an equivalent combination of education and experience;
- A minimum of three years' experience in an environment providing community development type work and/or social and community services;
- Proficiency in French and English essential (oral and written);
- Fluency in identified non-official languages based on neighbourhood demographics (Somali, Arabic, Lingala, etc.) is a strong asset;
- Ability to work with Outlook, social media and other computer skills;
- Project management experience including reporting and funding proposal writing;
- Excellent people and communication skills;
- Excellent group facilitation and presentation skills;
- Understanding and sensitivity to the issues related to violence and poverty; equity;
- Experience working with multi-cultural communities, low-income communities, high-risk families (particularly from African and Middle-Eastern countries);
- Demonstrated skills in time management and administration;
- Experience in collaborative community engagement development activities.

Please submit your resume and cover letter by September 21, 2020 before 8:30 a.m. to:

Selection Committee: Lowertown, Our Home
Lowertown Community Resource Centre
40 Cobourg Street, Ottawa, ON K1N 8Z6
E-mail at: reception@crcbv.ca
Or by fax: (613) 789-3443

We invite you to consult our website (www.crcbv.ca) for more information

The Lowertown CRC respects the employment equity and diversity principle.
We encourage all qualified candidates to apply.

We thank you for your interest in this position.
Only the candidates selected for an interview will be contacted.