



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

INTERNAL/EXTERNAL JOB POSTING

Position: Project Coordinator

Term: Full-time, 35 h/week – September 2020-March 2021

Reports to: Director, Refugee 613

Are you a skilled administrative professional with a passion for problem-solving? Do you have experience developing project plans, and monitoring budgets, and helping operations run smoothly? Refugee 613 has an exciting opportunity for Project Coordinator to help us build a strong community and a welcoming world where everyone can thrive.

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.

About Refugee 613

Refugee 613 is a communications organization created by a network of service providers, refugee sponsors and community volunteers. We provide our partners and the public with information, connection and inspiration to improve the welcome and integration of refugees. As part of our commitment to actively work to dismantle systemic racism, we are in the process of ensuring equity and inclusion are embedded in all our internal practices and services. Our small, energetic and diverse team highly values life experience, curiosity and creativity. We work hard, laugh a lot and care deeply about what we do.

Position Summary

Refugee 613 is launching and scaling the Community Information Exchange, a suite of exciting new digital services to help newcomers get the information they need to stay healthy and safe during COVID-19. The **Project Coordinator** will provide key project management, logistical and administrative support to Refugee 613 team members to ensure the success of this initiative.

Main Responsibilities:

- Develop and implement project plans, including timelines and milestones
- Lead Refugee 613 administrative and finance activities, in particular budget planning and bookkeeping
- Coordinate project schedules, resources, equipment and information
- Create and maintain comprehensive project documentation, plans and reports
- Manage relevant calendars, meetings and correspondence
- Performs other related duties as may be assigned
- Demonstrate a commitment to OCISO's culture of respect approach

Qualifications:

- Post secondary education in Administration or related field, or equivalent practical experience. Additional training and certifications in finance are considered an asset
- Excellent administrative skills: you enjoy developing and maintaining key office management systems to ensure smooth and successful project workflow
- Strong project management skills: you know how to develop and implement a project plan according to best practices
- Outstanding finance skills: you have professional experience with bookkeeping, managing a budget development process and other accounting tasks
- Excellent organizational abilities and a passion for solving problems; when you see a gap in project operations, you seek solutions to resolve it
- Experience in working with people from diverse backgrounds
- Experience in a non-profit or public sector is considered an asset: you know the context and challenges of working in the non-profit sector
- Excellent verbal and written knowledge of English required; proficiency in French and/or third language-considered an asset
- Ability to work with a small, passionate team in a sensitive, respectful manner
- Proficiency with the full MS Office Suite and G-Suite required. Experience with Mail Chimp, WordPress, Twitter, Facebook and Instagram considered an asset

Salary Range: \$45,500 - \$47,300 annually.

How to Apply:

Please send the following documents to Halimah Shaw, H.R. Administrator: hr@ociso.org, by **5 p.m. on September 18, 2020**.

Special Notes:

Please use your cover letter to demonstrate exactly how you meet the specific qualifications listed above, in less than 250 words. Please do not simply summarize the work history listed in your resume.

Please ensure your application files are named as follows:

- A cover letter with the following file name: **NAME_ProjectCoordinator_CoverLetter**
- A resume with the following file name: **NAME_ProjectCoordinator_Resume**

If you would like clarification on any of the criteria, please email us info@refugee613.ca with the position title in the subject line. Please keep your inquiries brief; this is not an invitation to expand on your application, nor is it an opportunity for a pre-interview.

We value diversity. We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, newcomers, Indigenous peoples, and persons with disabilities.

OCISO is committed to accessibility in employment and to ensuring equal access to employment opportunities for candidates, including persons with disabilities. In compliance with AODA, OCISO will endeavor to provide accommodation to persons with disabilities in the recruitment process upon request. If you are selected for an interview and you require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

We thank all applicants for their interest; however only those candidates selected for interviews will be contacted.