



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Youth Mentorship Project Facilitator – YESS – Youth Foundations Employment Project

Term: Part-time – 14 hours per week (August 2020 – Indefinite)

Reports to: Manager of Youth Services (YOCISO)

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 Youth Mentorship Project Facilitator will facilitate mentoring to employment, offering immigrant and refugee youth the opportunity to engage in a mentoring relationship with a mentor in their chosen field for the YESS - Youth Foundations Employment Project. The role combines direct employment coaching supports to clients and the recruiting, orientation, training and retention of volunteer Mentors.

Main Responsibilities:

- Employment Counselling: conduct youth intake and assessments; assess youth client's employment readiness, and define short/long term career goals
- Deliver orientation sessions to youth clients and Mentors
- Identify mentor/mentee matches and conduct introduction sessions, providing ongoing support of mentor/mentee match
- Provide referrals to other programs/services as needed
- Coordinate program networking events and workshops
- Maintain mentor/mentee database for the purpose of detailed activity/outcome tracking
- Establishes and facilitates volunteer Mentor outreach and retention strategies
- Engages volunteer mentors (Ottawa professionals) via social media, community engagement and events to participate within CED programming
- Must be capable of setting priorities and working under pressure
- Must be attentive to detail and apply problem solving skills in a fast-paced work setting meeting deadlines
- Demonstrate a commitment to OCISO's culture of respect approach

Qualifications:

- University degree or college diploma in Human Resources, Career Coaching, or a related field
- 3+ years of experience in one or more of the following areas; employment supports, human resources, career coaching/counselling, labour market integration
- Knowledge of the labour market trends and challenges faced by newcomers to Canada
- Excellent organizational, coordination and presentation skills
- Strong verbal and written communication skills
- Effective interpersonal and cross-cultural communication skills
- Proficiency with current computer applications including the MS Office Suite, internet-based productivity tools and databases
- Fluency in English essential, other languages desirable
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary: \$44,500 - \$46,000 annually, based on a 35 hour workweek (prorated for part-time).

Application Deadline: August 28, 2020 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. Administrator: hr@ociso.org.

We encourage applications from qualified people of all backgrounds, including women, members of visible minorities, Aboriginal 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.