

PQCHC – JOB POSTING

PQCHC is an equal opportunity employer and values diversity in its workforce.

If at any stage in the selection process you require an accommodation due to a disability, please let us know the nature of the required accommodation.

JOB TITLE:	Partnership and Resource Development Liaison	JOB #:	2018-0035
Status:	June 4, 2018 until March 29, 2019	Hours:	35 hrs/week
Benefits and eligibility:	4% in lieu of vacation	Pay scale:	\$24.156-28.419/hour
Application deadline:	Friday May 4, 2018 at 9:00am		

Job Summary

The Partnership and Resource Development Liaison (PRDL) is responsible for partnership development with new and existing partners within the social service, recreation, private business and other sectors to provide unique recreational and learning opportunities for our students. The PRDL will also be responsible for creating lesson plans, workshop modules/materials and resources for youth in the areas of employability, academic and life skills development.

Job Specific Responsibilities

Partnership Development

- Researches and maps existing programs, services and resources available for youth within the PQCHC catchment area as well as those that are available city-wide.
- Conducts needs-assessments with students and their families to determine their interests and priorities and to identify gaps in programming/opportunities available to them
- Creates an inventory of current, past and potential partnerships connected to our program.
- Establishes new and expands/enhances existing partnerships with social service, recreation, private business and other organizations to offer unique recreational and learning opportunities for our students.
- Assists in the creation of partnering agreements.

Workshop/Resource Creation and Development

- Assembles an inventory of pre-existing resources, workshops and presentations for youth
- Connects with staff, students and volunteers to gain an understanding of student needs and the gaps of in-house resources
- Connects with partnering agencies to share resources and collaborate on the development of new resources
- Creates lesson plans, workshop modules/materials and resources in the areas of employability, academic and life skills development for youth, to be incorporated into our existing programming and to be shared with partnering agencies
- Delivers trainings and provides on-going support to staff, volunteers and partners so that they are adequately prepared to deliver workshops and presentations to students

Qualifications

HUMAN RESOURCES

Pinecrest-Queensway Community Health Centre

1365 Richmond Road, 2nd Floor Ottawa, ON K2B 6R7

Fax: 613-288-3407 email: hr@pqchc.com (Microsoft Word format only)

Due to the high volume of applicants, we can neither confirm receipt of nor respond to inquiries regarding your application.

Only candidates selected for interviews will be contacted.

Education

- Post-secondary diploma/degree in Education, Social Work, Recreation or a related field, or an equivalent combination of education and experience.

Professional Experience

3 to 5 years of experience in the following areas:

- Experience creating interactive skills-development resources, workshops and lesson plans for youth and adults
- Experience researching opportunities for youth
- Experience designing and facilitating workshops to youth and adults
- Experience liaising with social service, recreation, private business and other organizations for the purpose of establishing partnerships
- Experience connecting youth to resources
- Experience working independently and as a member of a team

Key Competencies

- An understanding of the strengths and challenges of diverse youth living in low-income communities
- Working knowledge of community development values and principles
- Strong theoretical understanding of issues of equity and inclusion with regard to low-income youth and families
- Training and experience in group facilitation with youth and adults.
- Strong knowledge of the programs and resources available to youth in the Ottawa area

Linguistic Profile

- Bilingual (English/French) Essential
- Based on New Avenues Linguistics Rating Scale: A+ (highest skill) to C- (lowest skill):
 - o French (oral expression): A
 - o French (oral comprehension): A
 - o French (written expression): B+
 - o French (reading comprehension): A
- Other languages considered an asset

Personal Suitability/Other Requirements

- Strong communication and organizational skills, both oral and written
- Ability to work flexible hours, including some evenings or weekends.
- Proficiency in the use of computer software applications (e.g. MS Word, Presentation Software)
- Considering the program's focus on addressing the needs of low-income youth from diverse backgrounds and experiences, lived experience as a member of a marginalized group will be considered an asset