



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Project Coordinator – Workplace Language Training (RAISE)

Term: Part-time – 21 hours per week (July 2018 – Indefinite)

Reports to: Manager, Community Economic Development

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

As a member of the dynamic and growing Community Economic Development team, the incumbent will coordinate the research and development of an innovative Workplace Language Training Model to be designed for the Canadian workplace with the aim of the model being further examined and up-scaled.

Working closely with a University linguistics research team, and leading IT experts on workplace language skills development, the incumbent will support the research, development and testing of the model. In addition to the development of the model, an innovative cloud based workforce development and language platform will be developed and tested. The project is focused on indirect service delivery, however, to test the model, the incumbent will also support direct service delivery through engaging volunteer language instructors and matching them with the clients of the RAISE project within the workplace.

In partnership with a consortium of partners and stakeholders, the incumbent will lead a developmental evaluative approach to ensure a continuous development loop throughout the experimentation and development of the project.

Main Responsibilities:

- Develop and implement the project plan in consultation with core partners and stakeholders; ensure strong reporting, evaluation framework, communication strategy and create Advisory Committee
- Support students and Professors in the testing and development of the thematically focused language modules
- Support the Professors in the training of TESOL and ESL volunteers to deliver, develop and test the modules and overall curriculum
- Coordinate in partnership with the IT team, the development and compliance for mapping content onto the CALL platform
- Provide support for Train the Trainer sessions for Volunteer workplace language trainers
- Engage volunteer language trainers and facilitate matches with clients of the RAISE project
- Provide ongoing support to client, employer and volunteer language trainers for a minimum of 3 months within the workplace specific to the workplace language training intervention
- Participate on internal committees and working groups as required
- Ensure high standards of service delivery within an anti-racism and anti-oppression policy framework

- Demonstrate a commitment to OCISO's culture of respect management approach and anti-racism/anti oppression policy within the work environment and in the community

Qualifications:

- University degree or college diploma in Linguistics or a related field; ESL or TESL Certification
- 3+ years of experience in the areas of second language training and curriculum development
- Experience teaching and assessing newcomer adults at literacy and/or basic levels and curriculum and /or project-based skills development
- Experience supporting a diverse consortium of stakeholders
- Proven project coordination, organizational, and presentation skills
- Experience in program evaluation and report writing
- Strong verbal and written communication skills
- Effective interpersonal and cross cultural communication skills
- Knowledge and experience with online language training an advantage
- Fluent in English – French/Arabic desirable but not essential
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment

Salary & Benefits: \$47,484 annually, based on a 35 hour work week (prorated for part-time). Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: June 21, 2018 by 5:00 p.m.

Application Process:

Please send a cover letter and a resume to Halimah Shaw, H.R. Administrator at hr@ociso.org or by fax: 613-288-2674.

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 H.R. Administrator upon scheduling your interview.