



Bilingual Coordinator (Maternity Leave) - Community Education

OCASI - Ontario Council of Agencies Serving Immigrants
Toronto, Ontario

About OCASI:

OCASI – Ontario Council of Agencies Serving Immigrants acts as the collective voice for immigrant and refugee-serving organizations in Ontario, and coordinates response to shared needs and concerns. Our mission is to achieve equality, access and full participation for immigrants and refugees in every aspect of Canadian life. OCASI was founded in 1978 and now has over 250 member agencies across Ontario.

Position Overview:

The Bilingual Coordinator, Community Education will provide online training on various topics including: Foundations of Settlement Work, Employment Supports, Supporting Newcomer Youth, and Gender-based Violence. The Bilingual Coordinator is responsible for identifying training gaps and areas of interest for existing and new webinar and e-learning course content.

The Bilingual Coordinator, Community Education will conduct a training needs assessment in French to adjust e-learning courses to reflect the needs of the Francophone agencies. Based on the information obtained through the needs analysis, the Bilingual Coordinator will review, revise, and update existing curriculum to incorporate trends to keep participants up-to-date. New resources, referral information, legislative and legal information updates will be incorporated into any newly developed curriculum. This position will report to OCASI's Senior Manager, Professional Development and Training.

Key Responsibilities:

- Develop project work plans, timelines, implementation strategies and plans for the needs assessment, consultations, research and content development for online modules and webinars for this project
- Provide on-line facilitated training and host webinars on various topics
- Apply adult learning principles to training delivery; provide expertise and answer questions relating to training, work with OCASI teams to deliver high quality training; coordinate activities to avoid duplication of work
- Develop and monitor project budget; Prepare narrative and evaluative reports on project(s) progress; prepare cheque requisitions in accordance with set procedures for approval by the manager

- Develop and implement an outreach and promotion strategy that strengthen relationships with and amongst organizations that serve Francophone newcomers across the province
- Coordination and writing of quarterly and final reports to funders
- Maintain updated knowledge base of issues related to all aspects of the newcomer settlement process
- Contributes to a healthy and safe environment for oneself and others and complies with all safe working procedures and instructions including OCASI's policies and procedures
- Create a safe and supportive learning environment
- Embrace and actively uphold OCASI's mission, equity, access, anti-racism and anti-oppression principles
- Acknowledge, appreciate, and encourage individual differences and value people for their skills, competencies, and contribution to OCASI's continuing success
- Other duties as assigned

Qualifications:

- Post-secondary education in Social Work or equivalent acceptable combination of education and experience working in the non-profit sector with a focus on organizational development and change, capacity building and training or non-profit governance
- Minimum 3 years of experience in a similar role as a coordinator working in a non-profit or community-based agency in areas of Settlement Services, Human Resources and/or Training in the immigrant services sector or other relevant community services sector
- Minimum of 1 year of experience in adult education training specifically creating and delivering custom curriculum
- Knowledge of Francophone community and immigrant and refugee serving sector in Ontario
- Knowledge of and familiarity with issues and barriers to success (e.g. racism and discrimination) faced by or affecting Francophone newcomers, immigrants and refugees in Ontario
- Demonstrated ability to integrate in-depth knowledge of equity, access, anti-racism/anti-oppression into all aspects of work.
- Excellent written and verbal communication skills in both French and English including the ability to communicate effectively with a wide range of stakeholders and influence decision makers
- Strong relationship building and networking skills as well as the ability to establish rapport with members, partners, staff and volunteers
- Knowledge of different virtual and social media platforms
- Detail-oriented with strong organizational skills to meet tight deadlines and demanding schedules
- Excellent interpersonal skills including the ability to consult, collaborate and work as part of a team
- Demonstrated commitment to principles of social justice, cultural competency and equity and inclusion
- Able to travel across Ontario

Employment Details:

- Salary is \$52,501 plus benefits, unionized with Unifor Local 87M
- Job-type:
 - One-year Maternity Leave
 - Full-time position based on 35 hours per week (Mon-Fri)
- This is a Bilingual role – French and English is required
- Some overnight travel within Canada may be required

*OCASI currently operates within a Hybrid workplace model

How to apply:

Please send a cover letter and resume with the subject line: **Bilingual Coordinator - Community Education** to: Hiring Committee, OCASI at gethired@ocasi.org

We are committed to creating an inclusive workplace and welcome applications from individuals with disabilities. Accommodations are available upon request throughout the recruitment process.

We thank all applicants for applying. However, we regret only the candidates selected for an interview will be contacted. No telephone inquiries please.