



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position Title: Project Coordinator/Employment Counsellor (Intercultural Pan-Canadian Green Buildings and Retrofits Training Project: Coast to Coast to Coast)

Status: Part-time 28 hours/week, September 2025 – Indefinite

Reports to: Manager, Community Economic Development

Location: 945 Wellington Street West

About OCISO

OCISO supports immigrants on their journey to making Canada their home by providing creative and responsive programs that are culturally and linguistically appropriate, building community through mutual respect and partnerships, and fostering healthy and inclusive spaces for open dialogue and healing.

Position Summary

Reporting to the Manager of the Community Employment Development Program, the Project Coordinator/Employment Counsellor joins a multifaceted team that is making a difference in people's lives every day. This person is responsible for conducting intake, assessment and referrals, facilitating workshops, and providing one-on-one employment counselling services for eligible for the Intercultural Pan-Canadian Green Buildings and Retrofits Training Project: Coast to Coast to Coast clients using a client-centred approach contextualized for the workplace.

Main Responsibilities:

Project Coordinator Responsibilities:

- Supervise the Intercultural Pan-Canadian Green Buildings and Retrofits Training Project, including but not limited to: supervising and motivate staff; conducting intake interviews and case management duties, assign files, submitting accurate KPI reports; address concerns as they arise
- Market the project to OCISO members and Clients, stakeholders, and other community resources in Ontario
- Coordinate project; establish and monitor work plan in consultation with core partners; ensure robust reporting, evaluation framework, and communication strategy
- Coordinate virtual information sessions to recruit potential applicants and engage employers and stakeholders
- Recruit, assess, and select eligible participants, primarily from equity-deserving groups for training and support
- Conduct intake interviews for all participants to evaluate the eligibility for the Project
- Monitor the progress of the participants within every phase of the plan and evaluate the progress of every step of the program

- Deliver activities required under the evaluation framework and prepare progress/final reports
- Develop employment counselling curriculum in collaboration with the Program Manager and other Project Staff
- Deliver orientation sessions to clients
- Provide referrals to other programs/services as needed
- Participate on internal committees and working groups as required
- Promote the project to employers and engage them to provide work experience opportunities and potential interviews for employment
- Maintain database for the purpose of detailed activity/outcome tracking and reporting

Employment Counselling Responsibilities:

- Evaluate participants' educational and professional credentials to determine their eligibility for the project
- Guide and assist clients through the often complex and rigorous processes obtaining recognition for their credentials. This may include liaising with regulatory bodies, professional associations, and government agencies
- Employment Counselling: conduct client intake and assessments; assess client's employment readiness, and define short/long term career goals
- Provide guidance and support in the job search process, including creating resumes, preparing for interviews, and identifying job opportunities that align with the individual's qualifications and career goals
- Offer and coordinate trainings to help clients understand and adapt to the workplace culture, and communication norms
- Facilitate access to professional development opportunities, such as additional training, workshops, and certifications, to enhance the skills and knowledge, ensuring participants are completing a micro-credential to align them with local standards
- Advocate on behalf of equity-deserving groups to address systemic barriers and challenges they may face in the recognition of their credentials and in gaining employment. This may involve working with government bodies, employers, and educational institutions
- Regularly monitor the progress of clients in the credential recognition process and job placement. Provide ongoing support and adjustments to the career plan as needed
- Maintain accurate records of individual cases, documenting progress, challenges, and outcomes. Provide reports to relevant stakeholders, such as funding agencies or government bodies
- Keep abreast of changes in regulations, licensing requirements, and trends in the green buildings and retrofits industry to ensure the advice and assistance provided are up-to-date
- Facilitate group workshops and support work experience initiatives
- Must be attentive to detail and apply problem-solving skills in a fast-paced work setting, meeting deadlines

Qualifications:

- University degree or college diploma in Human Resources, Marketing, or a related field
- 3+ years of experience in the areas of employment support/counselling, labour market integration for immigrants/refugees, and/or equity-deserving groups
- Proven experience in supporting immigrants/refugees and/or equity-deserving groups
- Excellent program coordination, organizational, and presentation skills
- Strong verbal and written communication skills
- Effective interpersonal and cross-cultural communication skills
- Knowledge and experience with mainstream computer applications and database software
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment
- Proficiency with current computer applications

Salary & Benefits: \$42,617 - \$43,476 annually. Comprehensive benefits plan including health, dental, an RRSP plan and a generous leave entitlement.

Application Deadline: September 18, 2025 by 12:00 p.m. (EST). Rolling interviews will be conducted.

Application Process:

Please rename your cover letter and resume with your "First name position title" (e.g., OCISO_PCEC_letter or resume) before applying and send it to the HR Department at: recruitment@ociso.org

We encourage applications from qualified people of all backgrounds, especially women, members of visible minorities, Indigenous persons, 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 people with disabilities in the recruitment process upon request. If you are selected for an interview and require accommodation due to a disability during the recruitment process, please notify the HR Administrator upon scheduling your interview.

Thank you for your interest in joining OCISO. We appreciate all applications. Due to the volume of applicants, we are only able to contact those selected for further consideration process upon request.