



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

INTERNAL/EXTERNAL OCISO JOB POSTING

Position: Program Coordinator

Term: Part-time, 31.5 hours per week, February 2026 - Indefinite

Reports to: Community Economic Development Program Manager

Location: 945 Wellington St. W

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 Position will require providing coordination of the day-to-day activities of the Program as well as supporting the Manager in program budgeting, planning, evaluation, reporting, and operations.

Main Responsibilities

- Provide support in developing and monitoring project deliverables, outputs, and outcomes, as well as Program budgeting and reporting;
- Provide support in establishing strong reporting, evaluation framework, communication strategy, work plan, and risk mitigation strategy;
- Support in coordinating stakeholder relationships to engage funders, community partners, volunteer mentors, and clients;
- Support the WES Gateway Program partnership and referrals team;
- Actively promote the Program through outreach activities to targeted organizations;
- Coordinate Program networking events, workshops, and other events;
- Generate monthly statistical report to submit externally and internally;
- Provide support in program operations and administration;
- Become familiar with and comply with all OCISO's policies and procedures; and
- Any other duties assigned to you as may reasonably be required in line with the Position's main responsibilities.

Qualifications:

- Bachelor's degree or equivalent combination of post-secondary education and work experience;
- 2-3 years of related experience working in program management and coordination, stakeholder relationship, employment supports, human resources or labour market integration;
- Experience with project management best practices;
- Knowledge of the labour market trends;
- Experience with dealing with newcomers to Canada;
- Good communication skills and ability to take initiative;
- Proven ability to work effectively in a multi-disciplinary and multicultural team environment;
- Proficiency with current computer applications, database such as as iCare, Salesforce;
- Fluency in English; and
- Ability to communicate in additional languages is an asset.

Salary & Benefits: \$50,909 - \$51,891 annually. Comprehensive benefits plan including health, dental, RRSP plan, and generous leave entitlement.

Application Deadline: February 2, 2026 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_PC_letter or resume) before applying and send it to, 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.