



Job Opportunity

Employer: OCASI - Ontario Council of Agencies Serving Immigrants

Job region: Greater Toronto Area

Job terms: Full-time

Bilingual Coordinator, Community Education – Positive Spaces

The Bilingual Coordinator, Community Education – Positive Spaces will be responsible for providing training and resources for settlement sector professionals to enable them to effectively recognize the needs of LGBTQIA+ clients and create inclusive spaces within their agencies. In addition, the Bilingual Coordinator, Community Education – Positive Spaces implements an outreach and promotion strategy that strengthens relationships with and amongst organizations that serve Francophone LGBTQIA+ newcomers across the province. The Bilingual Coordinator, Community Education – Positive Spaces will also be responsible for recruiting and orienting Regional Champions to lead regional activities as well developing and maintaining Regional Networks that encourage regional dialogue. The Bilingual Coordinator, Community Education – Positive Spaces will have a commitment to and awareness of equity, access to services, anti-racism and anti-oppression, gender-justice and anti-poverty as it relates to immigrants and refugees. The Bilingual Coordinator, Community Education – Positive Spaces is a member of the Capacity Team and reports to the 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
- Deliver training sessions to service providers to effectively meet the needs of LGBTQIA+ newcomers across the province;
- Develop and implement an outreach and promotion strategy that strengthen relationships with and amongst organizations that serve Francophone LGBTQIA+ newcomers across the province
- Develop and maintain Regional Networks that encourage regional dialogue
- Recruit and orient Regional Champions to lead regional activities and develop materials to support and orient Regional Champions – a Champion guidebook and orientation webinars
- Work with Advisory Committee, comprised of service providers and newcomers to guide and support the project

- PSI promotion and outreach activities at conferences, forums, and special events including community Pride and LGBTQIA+ celebrations
- Enhance and maintain the PSI website by including interactive resources, content pertinent to LGBTQIA+ issues; maintain PSI Community of Practice and utilize social media to provide timely information and resources to project beneficiaries
- Develop and maintain assessment data relative to the work and goals of the initiative such that effectiveness can be determined; identify gaps and recommend further actions;
- 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
- Uphold OCASI's basic principles for the workplace environment including commitments to the needs, directions and concerns of immigrants and refugees and OCASI's member organizations
- Maintain updated knowledge base of issues related to all aspects of the newcomer settlement process
- Contribute 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

Required Qualifications:

- Minimum of post-secondary diploma (e.g. social science, social work, community development, disability studies, immigration & settlement studies) or the equivalent acceptable combination of education and experience working in the non-profit sector
- Minimum 3 years of experience in a similar role, including coordinating and managing projects with a focus on LGBTQIA+ issues, in a non-profit or community-based agency
- Knowledge of the immigrant and refugee serving sector
- Experience working in a non-profit or community-based agency, preferably with LGBTQIA+ immigrants and refugees
- Demonstrated ability to work with and understand issues affecting LGBTQIA+ communities including experience working with trans and gender diverse communities;
- Understanding of equity and access issues as they pertain to immigrants, refugees, newcomers and racialized communities;
- Demonstrated commitment to principles of social justice, cultural competency and equity and inclusion
- Excellent group facilitation experience including a well-developed knowledge of relevant community resources including knowledge, experience and understanding of the LGBTQIA+ community normally acquired through work in the field and lived experience;
- Demonstrated experience in program coordination, including program planning, developing work plans, priority setting, keeping track of expenses, writing reports to funders, and evaluation;
- Excellent one-on-one and group presentation and facilitation skills;
- Ability to use a variety of learning/training concepts and principles along with knowledge of adult learning;
- Strong relationship-building and networking skills and the ability to establish rapport with members, partners, staff, students and volunteers

- Excellent interpersonal skills including the ability to consult, collaborate and work as part of a team
- Strong verbal and written communication skills including the ability to communicate effectively with a wide range of stakeholders and influence decision-makers
- Strong work ethics, sound judgment, as well as good problem solving and conflict resolution skills
- Strong skills to collect data and evaluate projects;
- Good computer skills, proficient with MS Office applications, familiar with social media;
- Ability to function in a multidisciplinary, culturally diverse workplace and work with a wide range of client groups
- Detailed-oriented with strong organizational skills to meet tight deadlines and demanding schedules
- Able to travel across Ontario

Key Competencies:

Individuals in this position should have the following core competencies:

1- Decision Making:

- Decisions can vary from routine to complex requiring independent thinking and sound judgment;
- Recognizes conflicting situations as they arise and determines appropriate responses;
- Takes ownership of decisions and ensures decisions are consistent with legislation, precedent, and established policies and procedures.

2- Strategic Orientation

- Understands functional team's (unit's) goal to improve the performance and processes of the unit
- Prioritizes work to align with functional goals, acts and implements strategies and policies in accordance with the organization's strategies, objectives and goals

3- Teamwork

- Facilitates an environment for team effectiveness;
- Provides and/or accepts team members' input for purposes of promoting the effectiveness of the group or process;
- Celebrates team member accomplishment
- Supports the cultivation of open climate, trust and solidarity within the team by treating each person as a valued team member and where people feel comfortable in expressing their opinions and needs.

4- Relationship Building

- Develops and cultivates effective working relationships at all levels (internal and external);
- Builds a reservoir of goodwill; exchanges information, services or time with one's network.

Details:

- Job type: Permanent, full-time, 35 hours per week
- Salary: \$51,220 plus benefits, unionized with Unifor Local 87M

How to apply:

Send a cover letter and resume with “**Bilingual Coordinator, Community Education – Positive Spaces**” in the title to: Hiring Committee, OCASI at gethired@ocasi.org.

Application Deadline: April 7, 2023

This posting will remain open until the position has been filled.

OCASI is committed to employment equity. While voluntary, we encourage you to indicate in your application if you are an Indigenous person, Black or racialized; your gender identity; and if you are a person with a disability. We are committed to achieving full accessibility for persons with disabilities by arranging for any necessary accommodations. We thank all applicants for applying.

Only the candidates selected for an interview will be contacted. No telephone inquiries please.

Preferred contact method: Email

Email: gethired@ocasi.org